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ABSTRACT

The 1972 edition of the Michigan State University faculty handbook details the history and organization of the institution; academic personnel policies including equal opportunity, appointments, tenure, academic freedom, salaries, leaves, benefits, retirement, research, and political activities; instructional information regarding academic programs, advisement, enrollment, registration, and counseling, teaching responsibility, and students' rights. Information regarding fringe benefits and opportunities as well as facilities and services available to faculty is also given. A supplement to the handbook outlines faculty grievance procedures. (JMF)

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FACULTY HANDBOOK

MICHIGAN STATE UNIVERSITY

1971-72

HE 007 182

2.1.4 The FAFCC shall participate in the grievance procedure as provided in this document.

2.2 There shall be appointed a Faculty Grievance Official whose office shall be independent of the existing administrative structures of the University.

2.2.1 At the recommendation of the FAFCC, the President with approval of the Board of Trustees shall appoint the Faculty Grievance Official (FGO).

2.2.1.1. At intervals not to exceed 5 years, the FAFCC shall review the desirability of continuing the appointment of the FGO. At the same time, the FGO shall be consulted by the FAFCC concerning his interest and willingness to continue.

2.2.2 The FGO shall receive and make every reasonable effort to resolve grievances.

2.2.3 The FGO shall attempt to assure that all hearings provided for in this document are conducted with the appropriate due process.

2.2.4 The FGO shall advise grievants about appropriate procedures to follow for the resolution of their grievances.

2.2.5 In the event of a formal hearing, the FGO shall assure that prescribed procedures are followed expeditiously.

2.2.6 The FGO shall have ready access to all administrative officials and faculty of the University and to all information and records which in his judgment are essential to the resolution of a particular grievance. He shall make such information and records available to a grievant if, in the FGO's judgment, the grievant has need of them for the resolution of a particular grievance.

2.2.7 The FGO shall be responsible for recommending to the FAFCC changes in existing grievance procedures for the faculty.

2.2.8 The FGO shall report once each term to the FAFCC and once each year to the Academic Council.

2.2.9 The FGO shall sit as an *ex officio* member of the Academic Council.

2.2.10 The FGO advises and assists the faculty and administration in grievance matters, and he also studies and evaluates grievance procedures in broad and important ways. However:

2.2.10.1. he shall exercise no powers beyond those delegated to him;

2.2.10.2. he shall not make University policy or re-

Interim Faculty Grievance Procedure

The Interim Faculty Grievance Procedure was approved by the Academic Council, May 9, 1972 and by the Board of Trustees, May 19, 1972.

1. Definitions and Exclusions

1.1 Any Michigan State University faculty member (either full-time or part-time) with the rank of professor, associate professor, assistant professor, lecturer, instructor, assistant instructor, research associate, specialist, or librarian, including those with administrative duties, may initiate a grievance procedure, alleging a violation, misinterpretation, or misapplication of existing policies and legislation in the appropriate unit of the University with the administrative officer of the unit where the grievance is alleged to have occurred.

1.2 The provisions of this document shall not preempt or replace the functions of the Anti-Discrimination Policy and Procedures or of the University Tenure Committee except to provide procedures for the appeal of administrative decisions not to reappoint non-tenured faculty in the tenure stream.

2. Grievance Structure

2.1 The Faculty Affairs and Faculty Compensation Committee (FAFCC) shall serve as a University grievance advisory committee.

2.1.1 The FAFCC shall meet with the Provost and the President of the University to present and discuss a slate of qualified individuals from which it shall recommend one person for appointment as the Faculty Grievance Official (FGO). It shall also meet with the Provost and the President to review the official's term of office and to recommend about his reappointment.

2.1.2 The FAFCC shall consult with the Provost and President concerning an appropriate salary, budget, office facility and staff for the Faculty Grievance Official.

2.1.3 The FAFCC shall conduct a continuing review of department or other unit, college, and university grievance procedures established by or in conformity with this document or provided by the Faculty Grievance Official to determine their adequacy, to determine their conformity to the guidelines herein established, and to recommend revision in established procedures.

place established legislation or judicial procedures;

2.2.10.3. he shall not serve as advocate for any party on any grievance;

2.2.10.4. he shall respect the confidentiality of records and the privacy of either or both parties in a grievance;

2.2.10.5. he shall not be eligible to participate in any department or other unit, college, or University grievance procedure established by or in conformity with this document, except in his official capacity as FGO.

2.2.11 It shall be the responsibility of the FGO to provide procedural guidelines for those departments, units, or colleges which request them or which lack adequate procedure.

2.3 Each department, college, or other academic unit shall establish a grievance procedure that assures due process for individuals or groups (see Article 4) and that accords with the following guidelines:

2.3.1 Records shall be kept and consulted throughout the informal and formal phases of each case.

2.3.2 Records of all formal proceedings shall be filed with the Faculty Grievance Official.

2.3.3 A verbatim transcript of a hearing shall not be necessary. A tape recording of all hearings shall be kept. Where it is judged desirable by the FGO or requested by the grievant or the University, such a transcript shall be made. The total cost of the record shall be paid by the requesting party or shall be shared equally by the parties, if the FGO or both parties to the grievance request a transcript.

2.3.4 Should unit procedures call for a hearing committee it shall serve throughout an entire proceeding.

2.3.5 Any hearing committee shall take precautions to avoid any conflict of interest on the part of its members.

2.3.6 Where hearing committees are established they shall be selected by procedures other than administrative appointment.

2.3.7 The issues in the proceeding shall be clearly stated to all involved parties.

2.3.8 Grievance procedures shall be conducted in good faith.

2.3.9 Formal hearings shall be closed unless both parties consent to an open hearing.

2.2.10 The privacy of confidential records used in the hearing shall be respected.

2.3.11 Hearings shall be conducted and completed within 30 days.

2.3.12 Decisions will conform to existing University policy and legislation in the appropriate unit of the University.

2.3.13 Where hearing committees are used decisions will be reported in writing to the administrative head of the appropriate unit for his consideration and action.

3. Grievance Procedures

3.1 When a faculty member has a grievance, he may discuss the matter in a personal conference with the FGO.

3.1.1 The FGO shall make every reasonable effort to resolve a grievance informally. The FGO may recommend dropping the grievance as lacking in merit, outside the jurisdiction of the faculty, or for other just cause. Such a recommendation, however, shall not be binding on the grievant.

3.1.2 If the grievance is not resolved informally, the FGO shall recommend the appropriate grievance channel, such as a department, college, or University hearing board; the University Faculty Tenure Committee; or the Anti-Discrimination Judicial Board.

3.1.3 At the written request of the grievant, the FGO may initiate a formal grievance procedure to resolve the grievance by referring it in writing to the appropriate director, chairman, dean, or Provost.

3.1.4 The FGO shall have ready access to all University persons and information which in his judgment are essential to the resolution of a particular case. He shall respect the privacy of confidential records and of all persons with whom he speaks.

3.1.5 The FGO shall maintain records of all grievances, formal proceedings, findings, and decisions.

3.1.6 For just and demonstrable cause, the FGO may extend any of the time limits imposed in Articles 2, 3, and 4.

3.2 A faculty member may initiate a grievance procedure independently by written request to the appropriate director, chairman, dean, or to the Provost.

3.3 A written request for a formal grievance procedure must be made within 30 days of the grievant's first knowledge of the alleged violation.

3.4 All written requests for formal grievance procedures shall state the grievance and the redress sought.

3.5 Any time formal proceedings are initiated, the appropriate director chairman, or dean shall send written notification to the FGO and may request him to assist in attempting to achieve an informal resolution.

3.6 If a grievance is not resolved informally or if a procedure has been initiated in writing within a department or unit, a resolution of the grievance may be sought according to the prescribed department or unit procedure. A formal grievance procedure shall begin within 14 days of the written request.

3.6.1 The director or chairman shall provide written notification to the grievant and to the FGO of the result of the hearing and of his decision within 14 days of the completion of the procedure.

3.6.2 Failure to provide written notification shall result in automatic appeal.

3.6.3 If the grievance is not satisfactorily resolved, either party may appeal the decision within 14 days by requesting, in writing, the FGO to initiate a hearing at the college level. Either party may independently appeal within 14 days at the college level by written request directly to the dean.

3.6.4 Failure to appeal within the prescribed time constitutes acceptance of the decision.

3.7 If a grievance is referred in writing to the dean of a college, a resolution of the grievance shall be sought according to prescribed college procedures. A formal grievance procedure shall begin within 14 days of the written request.

3.7.1 The dean shall provide written notification of the results of the hearing and of his decision to the grievant and to the FGO within 14 days of the completion of the hearing.

3.7.2. If the college hearing is the first hearing of the grievance or if the grievance concerns non-reappointment of non-tenured faculty in the tenure system and originated at the unit level and if the grievance has not been satisfactorily resolved, either party may appeal the decision within 14 days by requesting, in writing, the FGO to initiate a hearing by the University Appeals Board. Either party may independently appeal within 14 days at the University level by written request directly to the Provost.

3.7.3 If the college hearing is the second hearing (the first having been a department or other academic unit hearing), the decision shall be forwarded to the President of the University for action according to Article 5.

3.7.4 Failure to appeal within the prescribed time constitutes acceptance of the decision.

3.8 If the grievance is referred in writing to the Provost, a resolution shall be sought according to the following University procedures.

3.8.1 If the University hearing is the first hearing of the grievance, a University Hearing Board shall be established by the FAFCC in the following manner:

3.8.1.1. A Hearing Board shall consist of 7 members, selected by lot from a panel of 15 members to be drawn by lot from the faculty. All drawing shall be conducted by the FAFCC.

3.8.1.2. The FAFCC shall meet with the parties to the grievance for the purpose of final selection of Hearing Board members. Upon presentation of the names of the seven selected for the Board, each party shall have the right to challenge any member for cause and, in addition, each party shall have the right of two peremptory challenges. Cause shall be determined by the FAFCC. After each challenge, the FAFCC shall select another member from the panel, and shall replenish the panel whenever necessary.

3.8.1.3. Faculty members unwilling or unable to serve may be excused for cause by the FGO and others substituted for them, selected as above.

3.8.1.4. The FAFCC shall announce the Hearing Board after selection has been completed.

3.8.2 The Hearing Board shall conduct a hearing according to the procedures herein established.

3.8.2.1. The FGO shall assemble the Hearing Board. He shall select the Presiding Officer from a list, established by the FAFCC, of faculty qualified to conduct hearings.

3.8.2.2. The Presiding Officer shall not be a voting member.

3.8.2.3. The Presiding Officer shall establish the rules of procedure consistent with due process and with guidelines stated in 4.2.

3.8.2.4. If a University Hearing Board loses three of its members, the hearing shall be terminated and a new one shall be initiated according to the guidelines in this document.

3.8.3 A University Hearing Board may decide as follows:

(a) There has been no violation of the rights of the faculty member.

(b) There has been a violation of the faculty member's rights.

3.8.3.1. When a University Hearing Board finds that there has been a violation of a faculty member's rights, the Hearing Board shall determine the appropriate means of redress. Decisions shall not conflict with existing policy and legislation in the appropriate unit of the University.

3.8.3.2. Upon completion of the hearing, the Hearing Board shall present its decision, in writing, to the Provost.

3.8.4 The Provost shall provide written notification of the result of the hearing and of his decision to the parties, to the grievance, and to the FGO within 14 days of the completion of the hearing.

3.8.5 If the grievance is not satisfactorily resolved, either party may appeal the decision within 14 days by requesting, in writing, the FGO to initiate through the Provost a hearing by the University Appeals Board.

3.8.6 Failure to appeal within the prescribed time constitutes acceptance of the decision.

3.8.7 A University Appeals Board shall be established from which Appeals Panels shall be selected.

3.8.7.1. Each college shall select one tenured faculty member for a 3-year term. The non-college tenured faculty will select 2 members for 3-year terms. Initially members shall be selected from 5 colleges and one non-college for one year, 5 colleges and one non-college for 2 years, and 6 colleges for 3 years.

3.8.7.2. Eight non-tenured members shall be selected for 2-year terms. These members shall be rotated between the colleges. Initially 4 members shall be selected for one year and 4 members for 2 years.

3.8.7.3. Appeals Panels shall consist of 5 members se-

reappointment of non-tenured faculty in the

lected at random by the FGO from the members of the University Appeals Board except for grievances concerning non-reappointment of non-tenured faculty in the tenure system.

*3.8.7.4. Appeals Panels for grievances concerning non-tenure system shall consist of 3 faculty members selected by the University Faculty Tenure Committee from its membership followed by the selection of 2 faculty members at random by the FGO from the University Appeals Board such that the resulting Appeals Panel shall consist of 3 tenured and 2 non-tenured faculty members.

3.8.7.5. All hearings conducted by the Appeals Panels shall commence within 14 days of the appeal to the University Appeals Board. Hearings shall observe the guidelines set forth in 2.3.1 through 2.3.13 and the principles of due process outlined in Article 4. The FGO or his designee shall serve as an *ex officio* chairman of Appeals Panels.

3.8.7.6. The decision of an Appeals Panel shall be reported to the President of the University.

4. Due Process

4.1 The due process outlined in this article and the guidelines set forth in 2.3.1 through 2.3.13 shall govern the procedures of University Hearing Boards and University Appeals Board.

4.2 At least 72 hours prior to a hearing, the presiding ofifcer of a hearing body shall provide the following to all parties:

(a) The written statement from the grievant of sufficient particularity to enable the parties to prepare their cases.

(b) Written notification of the time and place of the hearing.

(c) A copy of this document and all other relevant documents as determined by the presiding officer.

4.3 All parties shall be entitled to appear in person to present their case to the hearing body, and may call witnesses on their behalf. Any party may elect not to appear before the hearing body, in which case the hearing shall be held in his absence. Absence of a party shall not be prejudicial to his case.

4.4 All parties shall be entitled to counsel of their choice.

* This wording of the procedure for selection of this Appeals Panel resulted from a friendly amendment made by the Board of Trustees at the time the document was approved.

4.5 Any party or his counsel shall be entitled to ask pertinent questions of a hearing body or of any witneses.

4.6 All parties shall be entitled to an expeditious hearing of a case.

4.6.1 Upon the request of either party, a hearing body has authority to request an individual or unit to discontinue or postpone any action threatening irreparable harm that is indicated pending final disposition of a case.

4.7 Parties shall be entitled to a written explanation of the decision within 14 days of the completion of a hearing.

4.8 All parties shall be notified in writing of their right to appeal. Should an appeal be instituted, any action, decision, or penalty ordered by a hearing body shall be suspended until acted upon by a higher hearing body.

5. Final Resolution

5.1 Decisions of college hearing boards and University appeals panels shall be forwarded to the President of the University within 14 days of the completion of a hearing.

5.2 For stated cause the President of the University may return the decision to the appropriate hearing board or appeals panel once for consideration.

5.3 Within 30 days, the President shall either concur with a decision and direct appropriate action to implement the decision, or the President shall overrule the decision. When a decision is overruled, written reasons shall be given by the President to the parties to the grievance, to the Hearing Board, the FGO, and the FAFCC.

6. Procedures for Amending and Revising this Document

6.1 Any faculty member of Michigan State Univeristy may initiate a proposal to amend or revise this document.

6.2 All proposals for amendment or revision of this document shall be submitted to the FAFCC.

6.3 All proposals to amend or revise this document must first be considered by the FAFCC and then forwarded, with or without recommendation, to the Elected Faculty Council.

6.4 If approved by the EFC, the proposal shall be submitted to the Academic Council.

6.5 Proposed amendments and revisions approved by the Academic Council shall be forwarded, with recommendation for their approval, to the Board of Trustees through the President, and shall become operative upon Board approval.

7. Approval and Implementation of the Report

7.1 This document, as approved by the Faculty Affairs and Faculty Compensation Committee, shall be forwarded to the Elected Faculty Council with the recommendation that it be approved and forwarded, with recommendation for its approval, to the Academic Council with the recommendation that the Academic Council approve and forward it, with recommendation for its approval, through the President, to the Board of Trustees.

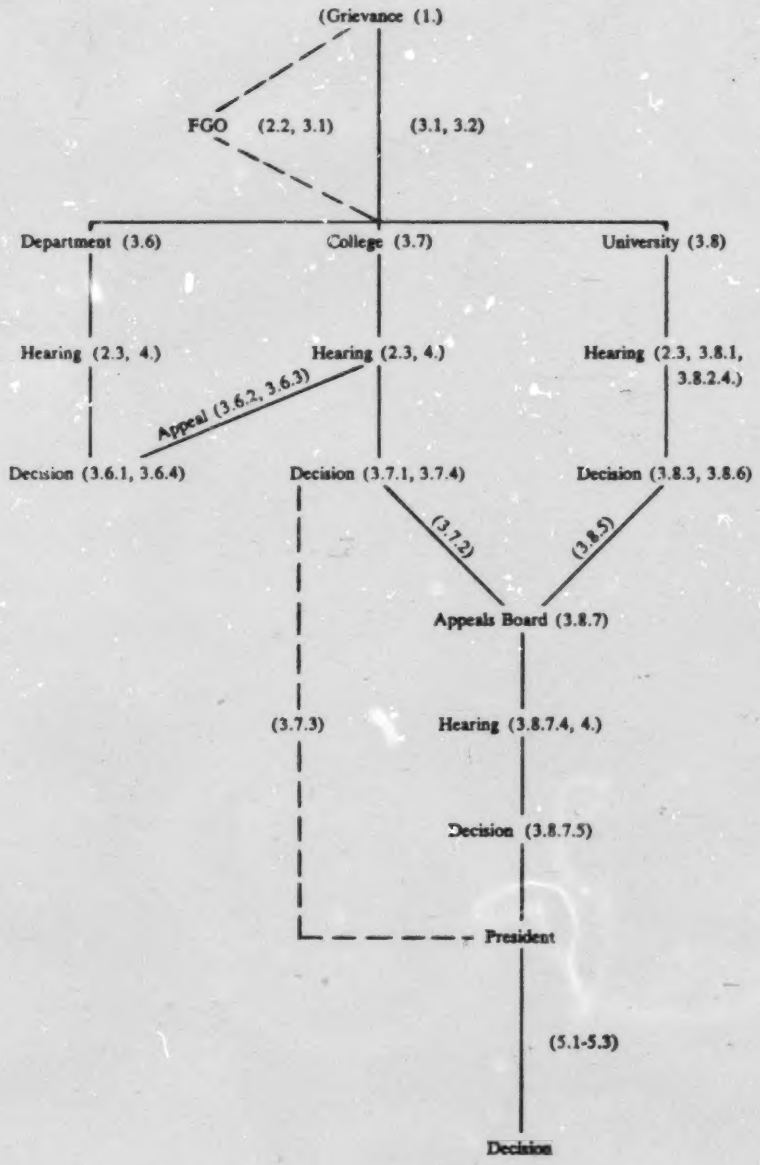
7.2 If approved by the Board of Trustees, this grievance procedure shall become effective upon approval and operative as early as possible and no later than 90 days from the date of approval. This interim grievance procedure shall be effective for one year or until it is incorporated into a document defining faculty rights and responsibilities, whichever occurs sooner.

7.3 It shall be the responsibility of the FAFCC to inform the several colleges, departments and units of the University of their responsibilities under this procedure.

7.4 It shall be the responsibility of the FAFCC to print and distribute copies of this report to all appropriate units of the University and to all faculty.

7.5 It shall be the responsibility of the FAFCC to see that the articles of this report are fully implemented.

Interim Faculty Grievance Procedure



MICHIGAN STATE UNIVERSITY EAST LANSING · MICHIGAN 48823

OFFICE OF THE PROVOST · JOHN A. HANNAH ADMINISTRATION BUILDING 355-1526

February 4, 1972

Faculty Handbook 1971-72

New and rewritten items in this 1971-72 handbook.

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FACULTY HANDBOOK

MICHIGAN STATE UNIVERSITY
EAST LANSING 1971-72

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Foreword

This *Policy Handbook* has been prepared to assist you in your service to Michigan State University and the people it serves. With the cooperation of administrative officials and others on the faculty and staff, a variety of information has been assembled for your reading and reference. It is intended that this booklet serve as a guide to you in your affiliation with MSU.

Published in December 1971.

MSU in Focus

History

When Michigan State University—then Agricultural College of the State of Michigan—opened the doors in 1857, two years after its establishment, six professors and 60 students were present. Only a few buildings stood in stump-filled clearings, and the library contained fewer than 1,000 volumes; but here was born the first state institution in the nation founded to incorporate science and practice in the education of the farming and industrial classes. As similar agricultural colleges were generated by the Morrill Act (1862) in other states, they drew upon the graduates and the educational innovations developed at East Lansing.

Most significant of these innovations was the emphasis on science, practical experience, and general education. Science, which promised to revolutionize farming, occupied one-half of the students' time, and such subjects as English, philosophy, history, and geography, one-fourth of their time. The remainder was devoted to practical courses supplemented by daily tasks on the college farm.

As students preparing for other occupations sought the advantages of college training, the pattern was adapted to their needs. Curricula in engineering (1885), in home economics (1896), in veterinary medicine (1909), and in business administration (1925) were only the beginning. In 1922 and 1924 the establishment of the divisions of applied science and liberal arts—which were combined in 1944—opened further fields of specialization.

During this period of rapid growth, specialization accelerated and the element of general education lost something of its emphasis in the curriculum. To restore this element of general education to its earlier prominence and to provide it in a better integrated form, the Basic (now University) College was organized in 1944.

The academic program was further strengthened in 1957 with the establishment of the Honors College and in 1965 with the formation of the new semi-autonomous Justin Morrill College. Two other small colleges within the larger University, Lyman Briggs and James Madison, were established in 1967.

The college of Human Medicine admitted its first students to a two-year program in 1966. It is now expanding to a four-year program. The university's first M.D. degrees will be awarded in June 1972. The College of Osteopathic Medicine, which began as a privately chartered school in Pontiac began its first class on the main campus in 1971-72, while its sophomore and junior classes continued at Pontiac. MSU's first D.O. degrees will be bestowed in 1973.

The Present

Today, with physical growth stabilized, the University is directing its attention to the pressing social problems of urban America. It has established a Center for Urban Affairs, to develop academic, research and action programs relevant to the problems of urban communities, and Equal Opportunity Programs, to help make the University fully nondiscriminatory. A Committee Against Discrimination and the Anti-Discrimination Judicial and Appeal boards will implement the University's new anti-discrimination policy. Minority group enrollment is steadily increasing.

Michigan State University has a selective admissions policy. More than 80 percent of its new freshmen come from the top quarter of their high school graduating classes.

Modern buildings today dominate the campus north and south of the picturesque Red Cedar River. Among the most recent structures added to the physical plant are the John A. Hannah Administration Building; a new five-story graduate library housing 1.5 million volumes; new music practice building; Holden Halls, the ninth living-learning residence complex; a pesticide research center; the plant biology laboratories, and an Audiology and Speech Sciences clinic. Fee Hall, a student residence building, is being partially remodeled to accommodate the new College of Osteopathic Medicine and the expanding College of Human Medicine. Life Sciences I, for the College of Human Medicine and the School of Nursing, has recently been completed and is to be joined by a Life Sciences II and a university health center.

Students at Michigan State come from every section of Michigan, every state in the nation, and 80 foreign countries. Among the faculty are distinguished scholars and educators whose names are known throughout the world.

Brief Facts About MSU

Founded. In 1855 as the nation's first agricultural college; served as a model for America's Land-Grant College System established under the Morrill Act of 1862.

Located. In East Lansing, four miles east of the state capitol.

Member. Association of American Universities, National Association of Colleges and Secondary Schools.

Enrollment. 41,649 students (today ranks 15th among the nation's universities in full-time enrollment).

Plant, Equipment and Campus. $366,543,410—total at-cost value of land, completed buildings and equipment, and partially completed construction as of June 30, 1971. More than 5,000 acres at East Lansing, including 2,010 in existing or planned campus development; the remainder devoted to agricultural research and other uses.

Faculty and Staff 1970-71

All figures are based on full-time positions.

Instructional Programs	
Professors	759
Associate Professors	446
Assistant Professors	491
Instructors	321
Assistant Instructors and Lecturers	76
Other Academic Staff	131
Total	**2,224**
Research Grants and Others	
Professors	49
Associate Professors	51
Assistant Professors	71
Instructors	57
Others	139
Total	**367**
Extension	
Professors	29
Associate Professors	36
Assistant Professors	19
Instructors and Others	15
Field Staff	279
Total	**376**
Experiment Station	
Professors	78
Associate Professors	38
Assistant Professors	27
Instructors and Others	11
Total	**154**
Total Faculty	3,123
Administrative-Professional	611
Clerical-Technical	2,198
Labor	2,500

Organization

Board of Trustees

The Constitution of the State of Michigan provides that the Board of Trustees shall have general supervision and direction of the University. Members are elected from the state at large for a period of eight years, two being elected each even year. The President of the University is appointed by the Board and is by constitutional provision the presiding officer of that body.

The Board meets in open session each month except August. Items requiring Board action are due in the President's or Provost's office about ten days before the Board meeting. (See the Academic and Administrative Calendar for specific dates.) Blanks for use in recommending terminations, appointments and leaves may be obtained from the offices of the deans.

The Faculty

The *regular faculty* of the University consists of all persons appointed under the rules of tenure and holding the academic rank of professor, associate professor, assistant professor, or instructor except those on a part-time appointment. In addition, the principal administrative officer in each major educational and research unit of the University is considered a member of the faculty. The *temporary faculty* consists of all persons holding the academic rank of professor, associate professor, assistant professor, or instructor, but not appointed under the rules of tenure. The Board of Trustees and the President of the University are assisted in the exercise of their constitutional powers of government of the University by a faculty-student organization specified in the *Bylaws for Academic Governance* approved by the Academic Council, the Academic Senate and the Board of Trustees in May 1971 which supersedes the *Bylaws of the Faculty* of 1968. The pattern of student participation set forth in the *Bylaws for Academic Governance* is to be tried experimentally for a period of two years beginning May 19, 1971.

Briefly, the faculty organization consists of the faculties of the various departments, schools, and the colleges and two all-university bodies, the Academic Council and the Academic Senate. The faculty of each college has jurisdiction over its own internal academic affairs. Each has an elective College Advisory Council. Faculty members holding appointments with the academic rank of professor, associate professor, assistant professor, or instructor are the voting faculty on internal matters in both the college and the department.

Legislative powers of the University faculty are vested in the Academic Senate and the Academic Council.

The Academic Senate is composed of professors, associate professors, and assistant professors of the regular faculty of the University. The Senate acts on issues of major importance relating to matters of educational policy. It meets once in fall term, once in spring term, and at the call of the president or the Academic Council. A convocation of the University faculty is held each winter term, on the evening of the Monday nearest February 12 (Founders' Day), to receive from the president a message on the state of the University.

The Academic Council is composed of the president, the provost, the elected faculty representatives, the student representatives, the deans, members of the Steering Committee, and designated *ex officio* members. There are three sub-groups in the Academic Council. The *Elected Faculty Council* consists of the president, the provost, the faculty representatives, the chairman of the University Committee on Faculty Affairs and Faculty Compensation, and the faculty members of the Steering Committee. The *Appointed Council* consists of the deans. The third sub-group consists of the *Student Representatives* including the representatives at large. The Secretary of the Faculties serves the senate and the councils. The Academic Council acts for and on behalf of the senate and advises the president on all matters of educational policy. The Steering Committee of the Faculty, composed of six members, acts as an agency through which individual faculty members or students, or faculty or student groups and organizations may initiate action. The Steering Committee, in consultation with the president or the provost, prepares the agenda for meetings of the Academic Council and Academic Senate. Before each regularly scheduled meeting of the Academic Council or the Academic Senate the Steering Committee holds a duly announced meeting open to any member of the Academic Senate or of the University's student body.

Faculty members of the standing committees of the Academic Council are elected by the college faculties. Student members, undergraduate and graduate, are selected in accordance with the pattern included in the *Bylaws for Academic Governance*.

Graduate Programs

The Graduate Office, in collaboration with the University Graduate Council, exercises overall review and supervision of the graduate programs conducted in the several colleges. Each college administers its own graduate programs within the framework of policy and regulations established by the University and consistent with the highest national professional standards of the respective fields.

Academic Personnel Policies

Equal Opportunity

Michigan State University is dedicated to a policy of equal opportunity with respect to students, employees and those conducting business with the University. This policy was reasserted by the Board of Trustees at its February 1970 meeting:

> "The Board of Trustees of Michigan State University reaffirms its commitment to a policy of no discrimination on the basis of race, creed, ethnic origin or sex and establishes the following procedures to prevent such discrimination in accordance with due process within the University community. In doing so, the Board recognizes that it is not enough to proclaim that we do not discriminate against minority groups. The University must also strive actively to build a community in which opportunity is equalized and use its facilities and human resources to develop the skills and opportunities of the members of all groups so they may play responsible and productive roles in society. This policy is relevant to all aspects of the University including the choice of contractors and suppliers of goods and services."

To implement this policy, the Board directed the establishment of the Committee Against Discrimination and the Anti-Discrimination Judicial Board. The Committee Against Discrimination is directed to examine departmental or other group practices within the University which may encourage or result in illegal discrimination and to recommend appropriate corrective measures. The Anti-Discrimination Judicial Board is directed to investigate alleged acts of illegal discrimination against individuals occurring within the University.

These committees may be contacted through the Office of Equal Opportunity Programs which provides them with staff service.

Appointment Period

Faculty appointments, except for special temporary ones, are on either a 10-month or 12-month basis. *In either case the salary is paid in 12 equal installments on the last day of each month.*

Teaching faculty members on a 10-month basis teach three terms, usually the fall, winter and spring terms, and generally are free to use the other two months as they wish. If they teach the summer term, *in addition* to fall, winter and spring terms, they are compensated additionally on a percentage basis of their previous year's salary (three percent for each week of full-time teaching with a maximum of 10

weeks). No TIAA-CREF contributions are made on this pay. Separate checks are issued for summer term work.

Members of the faculty appointed on a 10-month basis are expected to report in the fall for any departmental meetings before registration and continue through commencement and the reporting of grades in the spring term.

Members of the faculty appointed on a 10-month basis may teach the summer quarter in exchange for one of the other quarters providing:

a) the summer teaching is done *before* the term off;
b) the teaching and academic advising program of the department is not disadvantaged and
c) a *Memorandum of Understanding* is completed and signed by the faculty member, chairman, dean, and Provost.

Faculty members serving on the Academic Council or on standing committees of the Academic Council are expected to be available fall, winter, and spring terms unless specific alternative arrangements have been approved.

Faculty members with year-round responsibilities are appointed on a 12-month basis with an annual vacation of one calendar month (22 working days). No additional compensation is made for summer work, whether it be research, extension or teaching.

Tenure

Appointments in the Tenure System*

Recommendations for faculty appointments originate in the department and are reviewed successively by the dean, the provost and the president who make the final recommendation to the Board of Trustees for action.

Appointments to the ranks of professor, associate professor, assistant professor, and instructor normally are made under the provisions of the Michigan State University tenure system. The following rules of procedure were approved by the Academic Council May 4, 1971 and by the Board of Trustees May 21, 1971:

a) The terms and conditions of employment shall be provided in writing to the faculty member at the time of appointment. These terms should include:
   (1) The time period covered by the appointment. See *The Tenure System* below.
   (2) Salary provision.
   (3) The general expectations in regard to the professional responsibilities of the person being appointed.
   (4) Conditions other than the appointee's performance of his

*See page 12, Temporary Appointments not in the Tenure System.

responsibilities that may make a further appointment inadvisable.

b) The chairman of the unit recommending the appointment shall deliver in writing to the non-tenured faculty member at the time of appointment a copy of the bylaws of the unit which specifies that administrative unit's procedures for action on the status of non-tenured faculty. See page 10 for the policy statement on non-tenured faculty.

Physical Examination

Every new faculty member is required to have a complete physical examination before the approval of his appointment by the Board of Trustees. The examination is given at the Michigan State University Health Center on the campus; or if the potential faculty member is unable to be in East Lansing for the examination, arrangements may be made through the Executive Vice President's Office to have the examination made by the potential member's personal physician.

The Tenure System

A *professor* "has tenure" (appointment for an indefinite period without a terminal date) from the date of the original appointment at that rank.

An *associate professor* who has not served previously at Michigan State University is appointed for a probationary period of three years. If he is reappointed, tenure will be granted.

An *assistant professor* who has not served previously at Michigan State University is appointed for a probationary period of three years. He may be reappointed for an additional probationary period of three years. If he is reappointed a second time at that rank, tenure will be granted. If at any time during these two three-year periods he is promoted to the rank of associate professor, tenure will be granted.

An *instructor* is appointed initially for a two-year probationary period. This appointment may be followed by a second two-year probationary period and by an additional probationary period of three years, after which, if he is not promoted to the rank of assistant professor, he is not eligible for an additional reappointment unless he is granted a special one-year extension which may be made upon approval of the Faculty Committee on Tenure, the dean, and the provost and the president.

If during these three probationary appointment periods as an instructor, promotion to the rank of assistant professor is made, the appointment period as an assistant professor will be for:

a) Two years if he has served as an instructor for one year, or for one year if he has served as an instructor for two years. If he is reappointed at the assistant professor rank, the appointment

will be for three years. After this three-year period, if he is reappointed, tenure will be granted.

b) Three years if he has served as an instructor of three years or more. If he is reappointed, tenure will be granted.

Operating Principles of the Tenure System

a) Appointment periods for tenure purposes are calculated from September 1 of the calendar year in which the appointment is effective.

b) A faculty member granted a leave of absence will have his appointment period extended appropriately.

c) Faculty members serving abroad with one of Michigan State University's projects are treated for tenure action as if they were serving the University on campus except that:

(1) A faculty member without tenure whose initial appointment to Michigan State University is to an overseas assignment of six months or more will have his appointment period under the tenure system extended by a period equal to the duration of his overseas assignment.

(2) Any other faculty member without tenure who serves abroad on a Michigan State University project may have his appointment period under the tenure system similarly extended only with the concurrence in writing of the faculty member involved and the department chairman, his dean and the president. Such agreement should be reached prior to departure for the overseas assignment.

d) A faculty member who is not to be recommended for reappointment by his department chairman and dean must be so notified in writing by the department chairman by December 15 preceding the expiration of his appointment. Copies of the notification are to be sent to the dean and provost. Upon written request of the faculty member, the administrator of the basic administrative unit making the decision shall transmit in writing the reasons for not recommending further appointment.

e) If a faculty member who was recommended by his department chairman and dean is not reappointed, and/or if proper notification, as stated in d), is not given, an extension of one year is automatic, and the faculty member shall consider this arrangement as official notification of separation from the University at the end of the one-year extension.

f) A faculty member may not be transferred to a non-tenure status during or immediately after an appointment under the tenure system, except as approved by the University Faculty Tenure Committee upon written petition of both the faculty member and his department. Such an appointment may not exceed one year.

g) Non-citizens of the United States may be appointed within the tenure system; however, they are not to be given indefinite appointments (tenure) unless they have signified their intention of, and have moved in the direction of, acquiring citizenship.

h) Questions about the interpretation of the tenure regulations, or about the solution of tenure problems arising from situations not specifically covered in these regulations, are referred to the Faculty Committee on Tenure. The Committee after thorough study submits its recommendations to the president or other appropriate administrative officer or body.

Statement on Non-Tenured Faculty

The following policy statement was approved by the Academic Council May 7, 1969, the Academic Senate May 26, 1969, and the Board of Trustees April 17, 1970.

Recommendations for actions affecting the appointment, reappointment or promotion of faculty members under the tenure system must be in accord with the provisions of the tenure system.

At the level of the basic administrative unit, judgments on professional competence, academic potential, and compatibility of non-tenured faculty are made by the responsible administrator after consultation with the tenured faculty and or other duly constituted group specified in the bylaws of that basic administrative unit. Recommendations for reappointment, tenure, or promotion are reviewed successively by the dean, the provost and the president, who makes the final recommendation to the Board of Trustees for action.

Each basic administrative unit shall base its judgments on criteria and procedures that are clearly formulated, objective and relevant. These criteria and procedures shall be known to all members of the basic administrative unit. If appropriate, the responsible administrator may supplement information required for these judgments by consulting with representative non-tenured faculty, students and/or qualified individuals outside the basic administrative unit. Review procedures shall be described in its bylaws and shall include a means by which the faculty member is evaluated and informed annually of his progress. These bylaws shall provide for a designated group to make recommendations with respect to reappointment, tenure, or promotion. Procedures shall also exist by which the faculty member may confer with this sub-group before a decision is made in his case.

Decision not to reappoint a non-tenured faculty member does not necessarily imply that the faculty member has failed to meet the standards of the University with respect to academic competence and or professional integrity. This decision may be contingent, wholly or in part, upon the availability of salary funds and / or departmental needs. The decision not to reappoint a non-tenured faculty member does not require action by the Board of Trustees. In the case of a non-

tenured faculty member within the tenure system, notification is required as set forth in the *Operating Principles of the Tenure System*. Such decision is made at the level of the basic administrative unit. Upon written request of the faculty member, the administrator of the basic administrative unit making the decision shall transmit in writing the reasons for the decision.

If a non-tenured faculty member believes that the decision not to reappoint has been made in a manner which is at variance with established evaluation procedures, he may, following efforts to reconcile the differences at the level of the basic administrative unit and the dean of his college, submit a written petition to the University Tenure Committee for a review of his case. The University Tenure Committee shall establish appropriate procedures for review of each such case.

When reason arises to consider dismissal of a non-tenured faculty member before the expiration of his term of appointment, the procedures to be followed shall be identical with those established for the dismissal of a tenured faculty member.

Tenure Action and Promotion

Recommendations for actions under the tenure system and for promotions in rank are made in the department and reviewed successively by the dean, the provost and the president who make the final recommendation to the Board of Trustees for action. Since extensive information is needed to make an adequate evaluation of the productivity of each faculty member to be recommended for reappointment, tenure, or promotion, a comprehensive form has been developed which provides space for reporting activities; viz., instruction—undergraduate, and graduate; academic advising; research—creative and scholarly; public services—extension and or continuing education; international program assignments; committee and administrative services; and other evidence of merit. No one person is required or expected to become involved in every activity. Sample copies of the form are available in the Office of the Assistant to the Provost, 310 Administration Building, 5-1526.

Dismissal of Faculty

Faculty members may be dismissed for gross violation of professional ethics or incompetence. The Board of Trustees approved (March 16, 1967) the procedures for consideration of dismissal of faculty members with tenure which were recommended by the Academic Council and the Faculty Committee on Tenure. These procedures provide for "due process."

On the recommendation of the Academic Council and Academic Senate, the Board of Trustees approved (April 17, 1970) a statement on

non-tenured faculty which provides that the procedures for dismissal of a non-tenured faculty member before the expiration of his term of appointment shall be identical with those established for dismissal of a faculty member with tenure.

Copies of the *Procedures for the Dismissal of Tenured Faculty* (March 16, 1967) have been distributed to all departments and deans' offices; additional copies are available from the Provost's Office.

Resignations

The procedures under Michigan State University's tenure system bind the University to give adequate notice to faculty members if they are not to be reappointed. To protect the University in its efforts to find satisfactory replacements, it is expected that faculty members planning to resign will in every case give at least 90 days notice in writing to the department chairman or dean.

Faculty members should contact the Staff Benefits Division, 344 Administration Building, for information concerning the possible extension and conversion privileges of their Staff Benefits Programs.

Temporary Appointments

Visiting and temporary staff members may be appointed for year-to-year periods with the academic titles of professor, associate professor, assistant professor, instructor, and specialist outside of the tenure system. The titles research associate, lecturer, and assistant instructor are also used for temporary year-to-year or shorter period appointments.

Temporary appointment with a specified termination does not imply reappointment or temporary extension of appointment by the University. If reappointment is to be made, negotiation of the conditions of reappointment must originate with the basic administrative unit (department, school, institute, residential college, or other comparable academic unit).

Academic Freedom

Michigan State University adheres to the principles of academic freedom with correlative responsibilities as set forth in the following statement adopted by the American Association of University Professors, the Association of American Colleges, and other organizations.

> The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of

his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

To Be Placed on the Payroll

To be placed on the payroll of Michigan State University the below listed procedures are required.

a) The following forms must be filed with the Payroll Division of the Office of the Comptroller before a new faculty member can be put on the University payroll.

(1) **Oath Card.** Provisions of Act 23 of the Public Acts of 1935 as amended require as a condition of employment in Michigan educational institutions supported by public funds that all faculty members who are citizens of the United States take and subscribe to the following oath or affirmation:

I do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of my position according to the best of my ability.

A notary public is available in the Office of the Comptroller to notarize the oath as required by the law. The law further provides that the requirements of the oath shall not be construed as prohibiting public educational institutions from employing for limited periods faculty members who are citizens of foreign countries. Non-citizens are required

to complete the oath card indicating the country of citizenship and type of visa. While a non-citizen is not specifically required to take the oath or affirmation, most do so since it has reference to the conduct and performance of duties in their positions in the University rather than to renunciation of allegiance to the government of which they are subjects.

(2) **Personnel Record Form.** The Personnel Record Form requires that the Social Security number be furnished. Note: Foreign nationals are required to obtain and furnish Social Security numbers to be used for payroll identification numbers, even though some (those who present F or J visas) may be exempt from provisions of the Social Security Act.

(3) **Employee Withholding Exemption Certificate (Form W-4).** The W-4 form authorizes the University to recognize the appropriate exemptions when calculating the appropriate withholding taxes.

b) New faculty members should at the same time complete the appropriate forms in the Staff Benefits Office to participate in such programs as group life insurance, hospital and medical insurance, accident insurance, disability insurance, and retirement annuity benefits with Teachers Insurance and Annuity Association of America (TIAA) and the College Retirement Equities Fund (CREF). These programs are described briefly in the *Staff Benefits* section of this booklet and additional information is available in the Staff Benefits Division, Administration Building.

Holidays

The University observes six legal holidays by closing offices and dismissing classes. They are: New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday following Thanksgiving, Christmas and the day preceding Christmas Day and New Year's Day.

Vacations

All 12-month faculty members are granted a yearly vacation of one full calendar month, or 22 working days, at full pay. The purpose of such leave is to provide rest and relaxation for the faculty member so that he will be better prepared physically and mentally to carry on his professional duties during the college year. Any supplementary employment during the vacation period for 12-month appointees is contrary to University policy.

The faculty member earns a month's vacation leave at the completion of each full year of service. This leave is to be taken within the next* 12-month period after it is earned, at a time approved by his department chairman and in keeping with the program of work which he is conducting. New appointees who begin their duties prior to July 1 will be entitled to a proportionate amount of vacation as of that date. Vacations cannot be carried over from one year to the next except in cases of emergency, and then only with the approval of the department chairman.

At the time of separation from the University, the faculty member will be credited with any portion of the month's vacation leave which he may have earned since his last complete year of service.

Leaves of Absence

Leaves of absence, with or without pay, *may* be granted to faculty members on recommendation of the department chairman and dean. Recommendations for leaves of absence originate in the department and must be reviewed successively by the dean, the Provost and the President who make the final recommendation to the Board of Trustees for action.

Leaves of absence, other than for sickness or for military service, are not granted automatically but are intended for the mutual benefit of the University and the faculty member. *Leaves shall not be granted unless satisfactory arrangements are made in advance to:*

a) Fulfill obligations to graduate students whose programs or theses are being directed by the faculty member.
b) Fulfill obligations to committee assignments.
c) Carry on the instruction, research, extension and administrative duties of the faculty member.

Sabbatical Leaves of Absence

General Policy

a) A sabbatical leave is intended for the mutual benefit of the University and the person granted a leave. It should assist members of the faculty to improve their competence as scholars by providing a period for concentrated scholarly work.
b) *A leave of absence is not granted automatically.* Each request should present in considerable detail the activity proposed. All

*A person appointed for a single 12-month period is eligible for a vacation leave, which will normally include the periods between terms, within the period of his appointment. That is, additional vacation salary will not be paid after the end of the 12-month appointment period.

leaves must have the approval of the appropriate officers and of the Board of Trustees.

c) Within 30 days after returning from sabbatical leave, a concise written report, not to exceed one page in length, is to be submitted to the provost with copies to the department chairman and dean. This report will become a part of the faculty member's permanent file. Departments or colleges may require more extensive reports.

Eligibility

a) Only faculty members with tenure shall be eligible for sabbatical leaves. Any exceptions to this will require approval by the provost and the president and will be made only when in the best interests of the University.

b) A sabbatical leave shall not be granted to faculty members until they have completed six years of service to the University. Service shall be interpreted to include those activities of interest to and supported by the University, regardless of the source of financial support.

c) Years of service shall count from the date of full-time appointment, or from the ending date of the previous sabbatical leave.

d) All leaves of absence shall be excluded in determining years of service.

e) The length of leaves shall not be extended on the basis of more than six years of service since the previously compensated leave.

f) Appropriate applications for a full year of leave (with reduced pay) shall have precedence over shorter term leaves (with full pay).

g) A sabbatical leave shall not be granted to faculty members to be effective after attainment of age 63. (See *Retirement Program* in this booklet.)

Types of Sabbatical Leaves

a) For faculty on 10-month appointments:

(1) One term with no reduction in pay.

(2) Two terms with a 50 percent reduction in pay for six months.

(3) Three terms with a 50 percent reduction in the 10-month salary. (Payments distributed over 12 months.)

Note: These three types of leave do not include the fourth (summer) term of a year, for it is assumed that faculty members who have had a sabbatical leave will use the fourth term as an additional period for concentrated scholarly work.

b) For faculty on 12-month appointments;
   (1) Up to six months whith no reduction in pay.
   (2) Twelve months with a 50 percent reduction in pay.
   Note: The annual vacation of 22 working days is to be included in these two types of leave.

c) For deans, directors, departmental chairmen, and other administrative officers:
   (1) Three months once in every three years with full pay, but only after three years of administrative service. The annual vacation of 22 working days is to be included in the period of leave.
   (2) In exceptional cases, section b), immediately above, may also be applied to administrative officers provided the individual has rendered at least six years of service to the University since the previous sabbatical, including at least three years in administrative positions without compensated leaves.

Conditions

a) Recipients of sabbatical leaves are permitted to receive money for approved study or research without prejudice to their receipt of income from this institution, provided that the total remuneration from all sources does not exceed that received from this University. The sabbatical leave may not be used to accept paid employment during the period of the leave.

b) In addition to salary, special arrangements may be made for grants to defray travel and similar coincidental expenses. These arrangements must, however, be approved in advance as part of the leave application. Funds administered by the University may not be used for the travel and similar expenses of any person other than the recipient of the grant unless the assignment abroad is at least equal to the duration of an academic year.

c) A recipient of a sabbatical leave of absence is obligated to return to Michigan State University for the following year.

Departmental Adjustments

a) If a sabbatical leave is granted for one year, academic or fiscal, the department involved will be entitled to use the released funds for a replacement provided approval is given by the dean of the college.

b) If leave is granted for less than a year, the department will be expected to make adjustments either by suspending courses or by reassigning other personnel.

c) Sabbatical leaves shall not be granted to several members of a

department concurrently in such a manner as to impair the efficiency of its programs of instruction and research.

Leaves of Absence Without Pay

Such leaves may be granted with the recommendation of the department chairman and dean. Specific dates for the leave must be specified in the request and should be made as far in advance as possible, so that neither instruction nor research programs will be interrupted. Such leaves usually do not extend beyond one year.

Faculty members should make arrangements with the Staff Benefits Division for prepayment of their benefits programs.

Military Service Leaves

The University is willing to cooperate fully with faculty members taking part in the reserve program of the military forces which calls for 15 days active duty training annually with the National Guard, Officers' Reserve Corps, or similar military organizations.

The University will pay the faculty member the difference between his military pay and allowances and his normal take-home pay for the 15 days of military duty.

When a member of the faculty enters the armed forces, it is the policy of the University to grant him, on his request, a leave of absence to cover the term of his service.

Sick Leaves

The University will always be generous in dealing with faculty members who are ill or incapacitated for any reason.

When faculty members are absent from their duties because of illness or incapacity, and other members of the faculty can assume their duties on a temporary basis without additional costs to the University, no formal report of the absence to the Board of Trustees is required unless the absence extends over a period longer than a month.

If the absence exceeds a month, a request should be made through the department chairman, dean, and provost and president to the Board of Trustees for a sick leave covering the period of absence. Ordinarily, sick leave may be extended to as much as six months without a reduction in salary. If the sick leave is extended beyond six months, the salary after the first six months will usually be at a reduced rate. For sickness which requires absence of more than one year, it is expected that the individual will be removed from the payroll or will be placed on disability retirement. See *Long Term Disability Income Protection* in the *Staff Benefits* section of this booklet.

Faculty Retirement

TIAA-CREF Retirement Program

Michigan State University provides a retirement program for its faculty members with the Teachers Insurance and Annuity Association of America (TIAA) and its companion organization, the College Retirement Equities Fund (CREF). This plan is financed by a 5 percent contribution from the participant's salary and a 10 percent contribution by the University.

New full-time faculty members are eligible for and required to participate in the TIAA-CREF retirement in accordance with specified rules. Prospective faculty members should obtain complete information from the Staff Benefits Division, 344 Administration Building.

The general rules follow:

a) Faculty appointed with the rank of research associate, assistant professor, associate professor, or professor, may elect immediate participation or may defer participation for two years or until attaining age 35, whichever is later, at which time participation is required.

b) Faculty appointed as instructors or specialists become eligible two years from the date of appointment. Participation is required at that time or upon attainment of age 35, whichever is later.

c) Faculty members already enrolled in a TIAA retirement program before appointment at this University may elect immediate participation regardless of rank.

MSU Retirement Plan

Before July 1, 1958 the retirement plan was a non-contributory one. When faculty members changed to the TIAA plan, the years of service under the University retirement plan were "frozen," and provision was made for calculating the retirement pension under this system on the basis of the salary level just before the time of retirement.

Information on eligibility for, and the options available under, this plan may be obtained from the Staff Benefits Division, 344 Administration Building.

Retirement Policy

The present faculty retirement policy adopted by the Board of Trustees on February 17, 1962 as amended provides:

a) The normal age for retirement of faculty members is 65, but is optional on the first day of the term following attainment of age 62 (see paragraph e, 3 in this section), and compulsory on the

first day of July following attainment of age 70. For continuance in service after age 68, however, a faculty member must be in good health, must be able to pass a physical examination given in the University Health Center, and must be rendering effective service to the University.

b) Faculty members with 15 years of full-time service* at this University may serve their final year before retirement on a terminal consultantship basis with *agreed-upon duties* provided there were no compensated leaves** in the five years immediately prior to retirement. Recommendation for such consultantship must be made by the department chairman and dean. The salary must be provided for in the department budget. In applying for a terminal year consultantship, the faculty member must write a letter outlining the proposed duties during the period. At the end of the consultantship period, a report on the accomplishments is to be submitted to the provost through the department chairman and dean. Forms for requesting terminal consultantships and retirement are available in the Staff Benefits Division, 344 Administration Building.

Note: Terminal year consultantships must be completed no later than the first day of July following attainment of age 70.

c) Administrative officials, including deans, directors, and department chairmen, will be relieved of administrative responsibilities on the first day of July following attainment of the age of 65 unless specific exception is made by the Board of Trustees. When relieved of administrative responsibility, they may:

1) request one-year terminal leave followed by retirement, or
2) continue active service without terminal leave to age 70 with assignment to new responsibilities. Salary may be adjusted to a level commensurate with the new duties.

Note: The option of a one-year terminal leave with pay can be made only at this time. However, an administrative official who is also a member of the faculty may qualify to serve his final year before retirement on a terminal consultantship basis if he meets the conditions stated in (b) above.

d) A retired faculty member may be re-employed, usually for part-time service, on a term-to-term or a year-to-year basis. Salary will be determined at the time of appointment for such service and will be in addition to the approved retirement pension from the University's non-contributory retirement plan.

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* Includes activities of interest to and support by the University regardless of the sources of financial support.

** Sabbatical leaves are not granted to be effective after attainment of age 63.

e) For faculty members who have participated in the University's non-contributory retirement plan, there are additional provisions:

(1) Normal retirement at age 65 with retirement benefits beginning at once. The amount of the benefit is calculated on the basis of the number of years of service (before July 1, 1958 if the faculty member transferred to TIAA-CREF), the salary just before retirement, and the retirement plan chosen at age 60.

(2) Retirement after 25 years of service with one of the following options:

(a) A retirement salary to begin at once with the years of service used in the calculation of the salary reduced by the number of years remaining until the individual reaches age 65.

(b) The retirement benefits frozen after 25 years of service with the retirement salary to begin on the first day of the month following age 65.

(c) The retirement benefits frozen after 25 years of service with the retirement salary to begin on the first day of any month following attainment of age 62. The amount of the retirement salary to be at an actuarially reduced rate depending upon the age at which the individual chooses to have the salary begin.

(3) Retirement at age 62, 63 or 64 if at least 15 years of service have beeen completed. The following options are available:

(a) A retirement salary to begin at once without a reduction in the years of service for years remaining before age 65. However, the amount of the retirement salary will be at an actuarially reduced rate.

(b) The retirement salary to begin on the first day of the month following age 65.

(4) Disability retirement after 15 years of service. The retirement salary begins at once without a reduction for the number of years before age 65.

(5) A spouse annuity benefit. The surviving spouse of a faculty member who had completed at least 15 years of service, attained age 60, and had been married to the present spouse for at least one year prior to death, is eligible for a *Spouse Annuity Benefit* pension. Eligibility for this benefit applies, subject to the conditions above, from the time the faculty member reaches age 60 until age 65 at which time the retirement option chosen at age 60 becomes effective. It also applies, subject to the same conditions from age 60

to age 65 even though the faculty member retires before age 65. The Spouse Annuity Benefit begins after the payment of any benefits under Workman's Compensation or University death benefits which the spouse receives and continues for the life of the spouse.

The Spouse Annuity Benefit is 50 percent of the base pension on the date of the faculty members death reduced by one-half of one percent for each year over five years that the spouse is younger than the faculty member. In computing the base pension there is no reduction in years of service before age 65. The benefit is paid to the spouse for life regardless of the choice of retirement option at age 60.

Emeritus Title

Members of the faculty and academic administrative staff with academic rank who retire for age under the retirement program are granted the title "Emeritus" in addition to the academic rank at the time of retirement.

Persons with the emeritus title are entitled to attend Academic Senate meetings without vote, to march in academic processions such as at commencement, to receive the *MSU News-Bulletin*, to avail themselves of the libraries and other facilities, to receive on request a faculty vehicle parking permit (without charge), to represent the University on appointment at academic ceremonies of other institutions, and in general to take part in the social and ceremonial functions of the University.

University Travel

The travel regulations which became effective July 1, 1970 provide the basis for travel authorization and reimbursement. In broad terms, travel may be authorized for the promotion of teaching, scholarship, research, and public service.

All travel must be duly approved and the appropriate forms executed prior to departure. The travel authorization forms must bear the signature of the traveler, the department chairman, the assistant dean or dean, and the Office of the Provost when required, and must state clearly the justification for the trip. Complete information on travel is contained in a separate publication, *Travel Regulations*, available from the Office of the Comptroller.

Travel Outside the United States

Authorization for travel outside the United States, except Canada, requires approval by the Office of the Provost after approval by the dean and prior to the beginning of the trip.

Use of University Vehicles

A limited number of University-owned vehicles are available in the Motor Pool for use by qualified faculty members for travel on University business. Regulations for their use are in the *Travel Regulations* booklet.

In general, authorization for University vehicles for out-of-state trips will not be given, regardless of the nature of the funds, other than to places in Illinois, Indiana, Iowa, Minnesota, Ohio and Wisconsin or to places requiring more than one day of travel time each way (approximately 500 miles).

When the use of a University-owned vehicle is authorized, the department concerned should make request of the Motor Pool at least twenty-four hours before departure time.

Insurance Coverage

The University carries liability and property damage insurance that covers the University and drivers of University-owned vehicles. Drivers of privately owned vehicles used on University business are *not* protected by liability and property damage insurance carried by the University. As a part of the staff benefits program, the University carries a group travel accident insurance policy. See the *Staff Benefits* section of this booklet and the separate publication, *Travel Accident Insurance Plan*, distributed by the Staff Benefits Division, 344 Administration Building, for the amount of coverage and the provisions.

Graduate Study by Faculty Members

The following policies govern advanced study at MSU by faculty members:

a) A faculty member with the rank of assistant professor or higher may not earn a graduate degree at Michigan State University. However, advanced work may be carried on a non-degree basis.

b) Full-time faculty members may carry an average of four credits a term with a maximum of 12 credits for three terms. Fees are based on the number of credits carried.

c) A full-time faculty member may enroll in credit courses as a visitor with the approval of the chairman of the department offering the course and the chairman of the faculty member's department. No charge is made.

All-University Research Fund

Grants from this fund are regarded as a catalyzing agent and are not intended to cover the full cost of a research program. Projects should be clearly stated and should strive for significant contributions. Application forms have been prepared by the Office of Research

Development which also include a complete statement of policies and procedures. These should be read prior to the completion of the application. Applications are to be submitted through the respective dean's office during the spring term on dates announced in the *MSU News-Bulletin*. It has been the practice to limit the amount of individual grants so that the maximum number of faculty may be served. The administration of projects, after approval by the All-University Research Committee, is the responsibility of each college.

Sponsored Research*

Basic Policies

The recognized educational objectives of Michigan State University include, as equally important goals, the discovery of new knowledge through fundamental research and the dissemination of existing knowledge. The increasingly complex relationships among universities, government and industry call for more intensive attention to standards of procedure and conduct in government-sponsored research and industry-sponsored research carried on at universities. Standards must be respectful of the purposes, needs and integrity of the universities and the rightful claims of the public interest; thus it is incumbent upon the academic community to be mindful of conflict-of-interest situations which may arise in these growing involvements of the University.

General Statement

The University encourages faculty members and students to engage in research, including that sponsored by such outside agencies as foundations, professional associations, government, and private industry. For it is only through continued and expanding research activity that the excellence of teaching programs can be maintained and improved, and the function of the University as a contributor to the storehouse of knowledge fulfilled. Important reciprocal benefits from sponsored research accrue to the University and to sponsoring agencies of the basic purposes and functions of each are duly respected.

Consulting Relationships

Through consulting relationships with government and industry the faculty can provide both with an invaluable resource of expertise and assistance in the transfer of technical knowledge and skill, and at the same time serve the interests of research and education in the University. Such relationships are desirable, but require cognizance of the basic differences of purposes and functions of sponsoring agencies and the University.

*Statement approved by the Graduate Council May 15, 1967 and the Board of Trustees March 20, 1970.

Major Guidelines

a) Science advanced through the creativity of scholars working either singly or in groups, and research projects proposed and developed by the faculty and consistent with the University's goals will be encouraged.

b) Sponsoring agencies frequently have rather specific purposes, and some may even specify problems for which research support is available. The University, through the Office of Research Development, will make such opportunities known appropriately within the University. However, faculty will be encouraged to participate only if the projects are considered consistent with their research interests and aspirations.

c) Sponsored research projects should, whenever possible, include the provision that new and promising leads of inquiry should be encouraged and fruitless lines be discontinued

d) Sponsored research projects should be consistent with the policies and plans of the department(s) of the college(s) in which the research will be conducted. The research should be directed by faculty within established units of the University such as departments, schools, centers, bureaus and institutes. Cooperative programs cutting across academic units are also encouraged.

e) Research projects should be managed so as to avoid disruption of established research and teaching programs of the institution, for example:
   1) Sponsored research should be accepted only if appropriate space and facilities are available.
   2) Provisions should be made for continuity of support in order to stabilize required staff.

f) Reports to sponsoring agencies should be consistent with the requirements of the project. They should be submitted promptly to avoid unprofitable expenditures of time and energy on the part of the sponsoring agency and the researcher. Payment to the University on fixed price contracts is contingent upon submission of reports which, if not forthcoming, may result in "freezing" large sums of University funds in support of such research. Rapidly changing and unforeseen research directions may make frequent reporting desirable.

g) In seeking or accepting support for research, care should be exercised to insure compatibility with the functions and purposes of research at a university. Routine testing as an end in itself is considered incompatible with the purposes of university research.

h) The University should retain for its scholars the right of first publication. The imposition of restriction on publication of

research results is incompatible with the basic concept of an educational institution. Exigencies of national defense may at times make exceptions to this policy necessary. No publication, statement, or activity, either on behalf of the University or by an individual in his official capacity, shall endorse any commercial product, or advocate any specific commercial method or device, either directly or by implication.

i) The University should make a continuous effort to see that its own members are provided with sufficient information on the overall cost of research and other financial matters concerning grants and contracts so as to minimize internal misconceptions that arise with regard to justifiable allowances for indirect costs.

j) The entire cost of sponsored research should be carefully determined; if grants or contracts are accepted which do not cover the direct and indirect costs, the institution should itself provide the additional financial support with the full recognition that it is making a contribution to the cost of the work.

k) Research proposals should include in their budgets provisions for special costs for services such as computer operations, electron microscopy, and shop fabrications.

l) Research projects should conform to established University policy on patent rights.

Complementary to its policy with reference to "additional work for pay" the University endorses the statement on conflict situations published in December 1964 as a joint statement by the Council of the American Association of University Professors and the American Council on Education entitled, "On Preventing Conflicts of Interest in Government-Sponsored Research at Universities." This section is reprinted below.

Conflict Situations

a) **Favoring of outside interests.** When a university staff member (administrator, faculty member, professional staff member, or employee) undertaking or engaging in Government-sponsored work has a significant financial interest in, or a consulting arrangement with, a private business concern, it is important to avoid actual or apparent conflicts of interest between his Government-sponsored university research obligations and his outside interests and other obligations. Situations in or from which conflicts of interest may arise are the:

(1) Undertaking or orientation of the staff member's university research to serve the research or other needs of the private firm without disclosure of such undertaking or orientation to the university and to the sponsoring agency;

(2) Purchase of major equipment, instruments, materials, or other items for university research from the private firm in which the staff member has the interest without disclosure of such interest;

(3) Transmission to the private firm or other use for personal gain of Government-sponsored work products, results, materials, records, or information that are not made generally available. (This would not necessarily preclude appropriate licensing arrangements for inventions, or consulting on the basis of Government-sponsored research results where there is significant additional work by the staff member independent of his Government-sponsored research);

(4) Use for personal gain or other unauthorized use of privleged information acquired in connection with the staff member's Government-sponsored activities. (The term "privileged information" includes, but is not limited to, medical, personnel, or security records of individuals; anticipated material requirements or price actions; possible new sites for Government operations; and knowledge of forthcoming programs or of selection of contractors or subcontractors in advance of official announcements);

(5) Negotiation or influence upon the negotiation of contracts relating to the staff member's Government-sponsored research between the university and private organizations with which he has consulting or other significant relationships;

(6) Acceptance of gratuities or special favors from private organizations with which the university does or may conduct business in connection with a Government-sponsored research project, or extension of gratuities or special favors to employees of the sponsoring Government agency, under circumstances which might reasonably be interpreted as an attempt to influence the recipients in the conduct of their duties.

b) **Distribution of effort.** There are competing demands on the energies of a faculty member (for example, research, teaching, committee work, outside consulting). The way in which he divides his effort among these various functions does not raise ethical questions unless the Government agency supporting his research is misled in its understanding of the amount of intellectual effort he is actually devoting to the research in question. A system of precise time accounting is incompatible with the inherent character of the work of a faculty member,

since the various functions he performs are closely interrelated and do not conform to any meaningful division of a standard work week. On the other hand, if the research agreement contemplates that a staff member will devote a certain fraction of his effort to the Government-sponsored research agreement contemplates that a staff member will devote a certain fraction of his effort to the Government-sponsored research, or he agrees to assume responsibility in relation to such a research, a demonstrable relationship between the indicated effort or responsibility and the actual extent of his involvement is to be expected. Each university, therefore, should—through joint consultation of administration and faculty—develop procedures to assure that proposals are responsibly made and complied with.

c) **Consulting for government agencies or their contractors.** When the staff member engaged in Government-sponsored research also serves as a consultant to a Federal agency, his conduct is subject to the provisions of the Conflict of Interest Statutes (18 U.S.C. 202-209 as amended) and the President's memorandum of May 2, 1963, *Preventing Conflicts of Interest on the Part of Special Government Employees.* When he consults for one or more Government contractors, or prospective contractors, in the same technical field as his research project, care must be taken to avoid giving advice that may be of questionable objectivity because of its possible bearing on his other interests. In undertaking and performing consulting services, he should make full disclosure of such interests to the University and to the contractor insofar as they may appear to relate to the work at the University of for the contractor. Conflict of interest problems could arise, for example, in the participation of a staff member of the university in an evaluation for the Government agency or its contractor of some technical aspect of the work of another organization with which he has a consulting or employment relationship or a significant financial interest, or in an evaluation of a competitor to such other organization.

University Responsibility

Each university participating in Government-sponsored research should make known to the sponsoring Government agencies:

a) The steps it is taking to assure an understanding on the part of the university administration and staff members of the possible conflicts of interest or other problems that may develop in the foregoing types of situations, and

b) The organizational and administrative actions it has taken or is

taking to avoid such problems, including:

(1) Accounting procedures to be used to assure that Government funds are expended for the purposes for which they have been provided, and that all services which are required in return for these funds are supplied;

(2) Procedures that enable it to be aware of the outside professional work of staff members participating in Government-sponsored research, if such outside work relates in any way to the Government-sponsored research;

(3) The formulation of standards to guide the individual university staff members in governing their conduct in relation to outside interests that might raise questions of conflicts of interest; and

(4) The provision within the university of an informed source of advice and guidance to its staff members for advance consultation on questions they wish to raise concerning the problems that may or do develop as a result of their outside financial or consulting interests, as they relate to their participation in Government-sponsored university research. The university may wish to discuss such problems with the contracting officer or other appropriate Government official in those cases that appear to raise questions regarding conflicts of interest.

The above process of disclosure and consultation is the obligation assumed by the university when it accepts Government funds for research. The process must, of course, be carried out in a manner that does not infringe on the legitimate freedoms and flexibility of action of the university and its staff members that have traditionally characterized a university. It is desirable that standards and procedures of the kind discussed be formulated and administered by members of the university community themselves, through their joint initiative and responsibility, for it is they who are the best judges of the conditions which can most effectively stimulate the search for knowledge and preserve the requirements of academic freedom. Experience indicates that such standards and procedures should be developed and specified by joint administrative-faculty action.

Additional Work for Pay

Full-time faculty members are compensated for full-time service to the University. They may have appointments in instruction, research, extension, public service, etc. and may have assignments involving a combination of two or more of these responsibilities. Whatever the character of the appointments, the University expects that each full-time faculty member will carry a reasonable and full-time load,

assuming his share of the total functions and responsibilities of his department, college and the University.

Outside Work for Pay

A full-time faculty member may do a limited amount of outside consulting work for pay under the following provisions:

a) Prior permission of the department chairman and dean must be obtained if the work is done during the months of regular employment.

b) Such work must not interfere with the faculty member's normal University duties, including those non-classroom responsibilities expected of all faculty members.

c) The work must be related to the faculty member's normal University duties, including those non-classroom responsibilities expected of all faculty members.

d) The total amount of time expended by the faculty member on outside activities for pay must not exceed an aggregate of two working days a month (16 hours a month).

e) Equipment, supplies, materials or clerical services of the University may not be used in the furtherance of outside consulting work for pay.

f) If consulting work for pay is undertaken, it must be with the understanding that it is subject to termination at any time the University considers such action to be advisable.

g) If, in the opinion of the dean, the outside consulting work interferes with the regular University duties of the faculty member, the appointment of the faculty member in the University may be changed to a part-time basis.

Each dean is required to maintain a record in his office of all consultative services of the academic personnel in his college or administrative division.

This policy does not give approval for private practice for the faculty members in the Colleges of Human Medicine and Veterinary Medicine.

Overload Pay

The following University policy on Overload Pay was approved on June 16, 1970. (A college may establish a more restrictive policy.)

a) Overload pay is limited to overload work related to instruction and service.

b) Overload pay is available only through the Continuing Education Service.

c) The Continuing Education Service pays directly for overload work except for short on-campus appearances funded by general funds.

d) The scope of the Continuing Education Service includes such programs as Head Start, Upward Bound, Kellogg Farmers, Labor and Industrial Relations training programs, etc.

e) Any full-time faculty member is eligible for two days a month (16 hours per month) of paid consulting time *or* overload pay time, regardless of his other duties.

f) Ten-month employees may receive during the summer 30 percent of their previous year's salary plus any overload pay for which they would be eligible if carrying a full load.

g) Administrators (chairmen, directors, assistant deans, deans, administrative-professional personnel) may receive overload pay for overload work related to their professional discipline, but not for work related to their administrative position.

h) The rate of pay for overload work is standard for each academic rank. Pay for overload work is to be based on actual class hours or contact hours, with a built-in factor for preparation (two hours of preparation for each hour of performance). No payment will be made for work which would qualify for less than $8.

Patents

The Vice President for Research Development is in charge of patent affairs at Michigan State University. His office is the point of contact for individuals, agencies, and organizations interested in patents related to inventions developed at the University.

On November 21, 1968 the Board of Trustees approved a new patent agreement between the Department of Health, Education and Welfare and Michigan State University effective November 30, 1969, replacing an earlier agreement of 1954 with the Public Health Service. Under this new agreement MSU may retain principal rights in inventions arising out of activities assisted by grants and awards by the Department of Health, Education and Welfare.

Concurrent with the approval of the above patent agreement the Board of Trustees affirmed the following policy concerning patents:

"Except as otherwise provided any discovery or invention which results from research carried on by, or under the direction of any employee of the University and having the costs thereof paid from University funds or from funds under the control of, or administered by the University, or which comes as a direct result of the employee's duties with the University, or which has been developed in whole or in part by the utilization of University resources or facilities, shall belong to the University and shall be used and controlled in such a manner as to produce the greatest benefit to the University and the public."

Michigan State University honors the terms of patent agreements inherent in research grants accepted by the University.

Michigan State University has entered into an agreement with the Research Corporation of New York, the Battelle Development Corporation, and University Patents, Inc. for the evaluation of faculty inventions for patentability and for commercial and scientific utility. The Office of Research Development is the University's point of contact with the Research Corporation, the Battelle Development Corporation and University Patents, Inc. If patents are obtained at no expense to the University, utilizing services other than the Research Corporation of New York, the Battelle Development Corporation, or University Patents, Inc. the return to the inventor from royalties will be the same as if reviewed and processed by these respective corporations. The faculty inventor will be awarded the first $1,000 of income derived from royalties from inventions and 15 percent of royalties received after the first $1,000 for patents which are processed at no expense to the University.

Textbook Publication

A faculty member producing a textbook or other teaching material prepared and designed primarily for the use of and compulsory purchase by the students of Michigan State University must submit the manuscript to the Michigan State University Press, which was established for the purpose of publishing such material. Material prepared by a faculty member without the use of University resources and not prepared for the purpose stated above may submit the manuscript to the MSU Press or to a commercial publisher at the author's discretion.

Teaching Materials Developed with University Resources

A policy statement on special teaching materials developed with University resources by MSU faculty and staff is available in the Provost's Office.

Endorsement of Commercial Products

The policy relative to the endorsement of commercial products by Michigan State University faculty, approved by the Board of Trustees May 25, 1956, is as follows:

> Objectivity in the pursuit of truth and the dissemination of knowledge is recognized as a primary obligation of scholarship, resting with equal weight upon a university as an educational in-

stitution and upon the individuals within the university. A public institution such as Michigan State University needs to be especially alert to this obligation in order to protect its good name and integrity.

It is declared to be the policy of Michigan State University that no publication, statement, or activity, either on behalf of the University or by an individual in his official capacity, shall endorse any commercial product, or advocate any specific commercial method or device, either directly or by implication.

Participation in Partisan Political Activities

As citizens, the faculty members of Michigan State University have the same rights and responsibilities of the free speech, thought, and action as all citizens of the United States. Their position, however, imposes special obligations, such as emphasizing that they are not institutional spokesmen, and exercising appropriate restraint.

Obviously, faculty members have a binding obligation to discharge instructional and other regular duties, and performance of these duties may be impaired by any private activity requiring a large portion of time. For the mutual protection of faculty members and the University, faculty members campaigning as political candidates for state or federal offices shall do so on their own time. For the period of such candidacy, it is required that they obtain leaves of absence or continue work at the University on a part-time basis. Final determination for such decisions shall rest with the Board of Trustees.

Leaves of absence are not required of faculty members who become candidates for offices of a temporary or part-time nature, such as members of a municipal charter revision commission, members of a local school board, or holders of municipal office.

This policy is intended to safeguard the freedom of speech, thought, and action of faculty personnel, and to avoid impairment of the significant contributions they are capable of making toward improved local, state, and federal government.

Faculty Awards

Distinguished Faculty Awards

Distinguished Faculty Awards are made each year to members of the faculty for outstanding total service to the University. Each college making selections of award winners has its own detailed criteria and method of selection. The nominations are based on teaching; advising; research; publications; art exhibitions; concert performances; committee work; public service including extension, continuing education and work with government agencies; or a combination of these activities. Administrative excellence and length of service may not be used

as the sole criteria for nomination. However, nominees usually have at least five years of service at Michigan State University.

Each college having 200 or more faculty members selects an award winner eacy year. Each college having 100-199 faculty members selects an award winner every second year. Each college having 30-99 members selects an award winner every third year. Colleges having less than 30 members are grouped. For purposes of this award the Cooperative Extension Service is considered a college and selects an award winner according to the above schedule.

MSU Teacher-Scholar Awards

Teacher-Scholar Awards are made to six members of the faculty from the ranks of instructor and assistant professor who in their brief careers have earned the respect of students and colleagues for their devotion to and skill in undergraduate teaching. The essential purpose of the awards, beyond bringing recognition to the best of the young teachers at MSU, is to assist them in undertaking significant studies over the summer months of the award year. Each award carries a stipend of $1,000.

Nominations are made by department chairmen after consultation with an appropriate committee of senior colleagues. No department may make more than two nominations. *At large* nominations are also invited from an appropriate student organization.

To be considered for an MSU Teacher-Scholar Award, the faculty member must hold the rank of instructor or assistant professor and, at the beginning of the award period, must have served on the faculty for at least three terms, but no more than five academic years. Nominees will ordinarily be 35 years of age or younger. Nominees for a Teacher-Scholar Award must be willing to permit a member of the award committee to visit their classrooms. Committee visitation is a part of the total evaluation procedure only for those nominees who, after preliminary screening, seem most promising.

MSU Excellence-In-Teaching Citations for Graduate Teaching Assistants

MSU Excellence-In-Teaching Citations are made to six graduate teaching assistants who have distinguished themselves by the care they have given and the skill they have shown in meeting their classroom responsibilities. The essential purpose of the citations is to bring University-wide recognition to the best of the graduate teaching assistants and by so doing to underline the qualitative contribution which these young professionals are making to the undergraduate program. Each award carries a stipend of $500.

Nominations are made by the chairman of the department in which the teaching assistant's instructional responsibilities have been

discharged. When this is not the department in which he is a candidate for a degree, the chairman of the degree department must endorse the nomination. In every instance the nomination must be accompanied by a letter of recommendation from the faculty member who has supervisory responsibility for the graduate teaching assistant. Individual departments will ordinarily make a single nomination each year, but the larger departments may make as many as three. *At large* nominations are also invited from an appropriate student organization.

To be nominated for an MSU Excellence-In-Teaching Citation the teaching assistant must have held at least a half-time graduate teaching assistantship for a minimum of two terms at the time of nomination. In addition he must have assumed a significant measure of responsibility for the conduct of undergraduate courses, whether in lecture, recitation or laboratory section. Special tutorial or seminar teaching will also be recognized by the citations committee.

Questionnaires

In order to insure consistency in the reporting of data to state and federal agencies and to other colleges and universities, it is requested that all questionnaires requiring data for the entire University be referred to the Office of Institutional Research. This office will consider whether the data are readily available and whether they should be released to the inquiring agent. Data requests or questionnaires relating primarily to a sub-unit of the University may be filled out by that sub-unit, but any items which require all-University data should be cleared with OIR. Although the office is not always in possession of the necessary data, referral to the appropriate office or person can be made, or, in cases where justifiable, arrangements may be made to collect the data.

Solicitation of Funds

Canvassing, peddling, or soliciting are forbidden on the grounds and in the buildings of the University. Collections among faculty and other staff members are approved gy the University only for the United Fund and the Campus Chest, a student charitable activity.

Members of the faculty are requested to refrain from taking orders for or selling any kind of tickets or merchandise, or soliciting funds for any purpose on campus without written approval from the Office of the Secretary of the University.

Employment of Relatives

The following policy on nepotism was approved by the Board of Trustees on May 21, 1971.

Standards for employment and promotion at Michigan State University shall consist of ability, qualifications for the position and performance. Relationship to another individual employed by the University shall not constitute a bar to hiring or promotion; provided however, that no employee shall be assigned to a unit or department under the direct supervision or control of a relative. Employment of relatives in the same unit or department or under the same supervisor is authorized only with the prior written approval of the head of the unit or department and the Office of the Provost or the Office of the Executive Vice President as appropriate.

Instructional Information

The Academic Program

The *Michigan State University Catalog*, available in the Office of the Registrar, contains information important to all faculty members, particularly new ones. The statement by President Wharton, "New Patterns of Education," gives the basic educational philosophy of the University. The section entitled "The Academic Program," assists one to understand the breadth of the programs of study and the organizational structure of the University for instruction. The "Undergraduate Education" section states the academic requirements and policies related to undergraduate study, the "Graduate Education" section has reference specifically to graduate study. The "General Information" section provides information relating to all levels of programs such as costs, attendance, examinations, grading system, integrity of scholarship and grades. Information about the campus, student housing, campus activities, and student organizations and services is also included in the "General Information" section. The requirements for programs in the individual colleges at both the undergraduate and graduate levels are given in the section "The Colleges and Programs of Study." The listings of individual courses in each department or school are given in the section, "Descriptions of Courses."

The *Schedule of Courses and Academic Handbook* is published before the beginning of each term and is available in the Office of the Registrar. It provides current information on the University calendar, registration procedures, general academic regulations, the days and hours that each class section meets, and the schedule for final examinations.

Academic Advisement, Enrollment, Registration, and Counseling

On January 20, 1966, the Educational Policies Committee distributed a statement entitled "Policy Recommendations on Academic Advising." It included the following definitions:

a) **Academic Advisement.** Academic advisement is a continuing process in which a student and faculty member discuss possible options; first, in the student's total educational program; second, in specific curricular fields; and third, in potential careers, in order that the student may make more intelligent choices.

b) **Enrollment.** Enrollment is a student responsibility in selecting courses for a term schedule from a student's academic plan

previously developed, but continually reviewed with the adviser.

c) **Registration.** Registration is a mechanical process directed by the Office of the Registrar to admit students to courses, to allot students to specific class sections, assess fees, and to prepare records for staff use.

d) **Counseling.** Counseling is a service available from the Counseling Center to help students adjust to social and personal problems encountered while enrolled in the University, and to identify potential occupational choices.

The statement also included three policy recommendations. These recommendations, as approved by the Academic Council on February 8, 1966, were as follows:

a) Each college and/or department shall develop a system of advisement of students within the context of the structure of the college and/or department consistent with the following:

(1) Academic advising is a responsibility of faculty, but the division of responsibility (e.g., relative emphasis on graduate vs. undergraduate advising, number of advisees per faculty member, etc.) should be determined through mutual agreement between faculty and dean and/or department chairman in each college and or department.

(2) Excellence and effort in advising are to be recognized by chairmen and deans, as well as by the provost, as an integral part of the faculty member's assignment.

(3) Procedural provisions are to be made at the departmental and college level for the availability of academic advisers at times in addition to those scheduled for enrollment and registration.

b) Students are responsible for studying and knowing University, college, and department requirements as stated in the catalog. They shall also prepare tentative academic plans for review by their academic advisers.

c) With efficient use of faculty and student time as prime considerations, the registrar should continue to develop improvements in the registration procedures, schedule preenrollment as late in the term as practical, and consult operations siecialists for assistance in the mechanics of registration.

A memorandum, dated December 1966, that gives a statement on academic advising for each college, is available from the Provost's Office.. It also includes statements on "Foreign Student Advising," "Enrollment and Registration," and the "Counseling Center."

Code of Teaching Responsibility

The teaching responsibilities of the instructional staff are among those many areas of university life which have for generations been a part of the unwritten code of "scholars and gentlemen." Now, however, along with other formerly unwritten contracts, it seems appropriate to set forth these responsibilities in the form of a code. The provisions of such a code are so reasonable to learned and humane men that it may appear redundant or unnecessary to state them. However, the University conceives them to be so important that the performance of the instructional staff in meeting the provisions of this code shall be taken into consideration in determining salary increases, tenure, and promotion.

The Code

a) Instructional staff members are responsible for stating clearly the instructional objectives of each course they teach at the beginning of each term. It is expected that each instructional staff member will direct his instruction toward the fulfillment of these objectives and that examinations will be consistent with these objectives. Instructional staff members are responsible to orient the content of the courses they are assigned to teach to the course descriptions approved by the University Curriculum Committee and the Academic Council.

b) Instructional staff members are responsible for informing students in their classes of the methods to be employed in determining the final course grade and of any special requirements of attendance which differ from the attendance policy of the University.

c) It is expected that graded examinations and papers will be provided to the student for inspection and discussion. Thus final examinations will be retained for one term to provide the opportunity for review with the instructor, if the student so desires. It is expected that examinations will be graded within a sufficient appropriate time to make the examination a part of the student's learning experience.

d) All instructional staff members are expected to meet their classes regularly and at scheduled times. In case of illness or any other emergency, the instructor will notify the department chairman so that appropriate action may be taken.

e) All instructional staff members whose responsibilities involve students, are expected to schedule a reasonable number of office hours for student conferences. Office hours should be scheduled at times convenient to both students and instructors with the additional option of prearranged appointments for students when there is a schedule conflict. The number of office

hours is to be determined at the appropriate administrative level, and office hours should be a matter of common knowledge.

f) Instructional staff members who are responsible for academic advising are expected to be in their office at specified hours during the period of each enrollment. Arrangements will also be made for advising during registration.

Hearing Procedures

a) Students may take complaints relative to instruction directly to the departmental chairman or his designate. If the chairman is unable to resolve the matter to the student's satisfaction, the chairman is obligated to refer unresolved complaints, in writing, to the departmental committee charged with the responsibility of hearing such complaints. A written report of the action or recommendation of that group will be forwarded to the ombudsman, to the student, and to the instructional staff member within ten working days of the receipt of the complaint.

b) Complaints relative to instruction coming to the ombudsman will re reported to the department chairman, in writing, when in the ombudsman's opinion a hearing appears necessary. It will be the responsibility of the departmental chairman or his designate to refer such unresolved complaints to the departmental committee charged with the responsiblity of hearing such complaints. A written report of the action or recommendation of that group will be forwarded to the ombudsman, to the student, and to the instructional staff member within ten working days of the receipt of the complaint.

c) Students wishing to appeal a departmental action or recommendation may do so as outlined in provision 2.2.8.1 of the report, *Academic Freedom for Students at Michigan State University*.

These departmental and college committees shall be the sole agencies for hearing complaints of this kind. A student may appeal the ruling of a departmental committee to the college committee. But there shall be no appeal beyond the college committee except to the dean of the college, who may ask, upon a showing, that a given case be reconsidered.

This Code was approved by the Academic Senate November 19, 1969.

Abrogation of Faculty Responsibility

On recommendation of the Academic Council, the Board of Trustees adopted the following policy on November 20, 1970:

Any member of the instructional staff who fails to fulfill any provision of the approved Code of Teaching Responsibility shall be

held accountable. The University will not make payment of wages and salaries to any person who, without proper cause, chooses to withhold any of the services for which he or she is employed.

It is obviously necessary that classes be met at the times and places scheduled and that individual faculty and graduate assistants render the services for which they receive compensation from the University.

It is the responsibility of the department chairmen, division directors, and deans to ensure that students are provided the instruction to which they are entitled. Unauthorized absences by instructors should be covered by other faculty where possible so that students will not lose valuable instruction time. It is also the responsibility of department chairmen and directors to report the precise details of any unauthorized faculty or graduate assistant absence from class. Such a report should be made to the dean of the college with a copy to the provost, and should include information as to the total load of the staff member, so that some estimate can be made of the percentage of service that has been withheld.

The Committee on Faculty Affairs and Faculty Compensation will be asked by the provost to conduct a hearing in each case and make recommendations to him for suitable University response for any individual thus abrogating his teaching responsibilities.

Rights of Students to Receive Instruction

The Academic Council on May 12, 1970 approved a resolution which reaffirmed the Code of Teaching Responsibilities and the provisions of the report, *Academic Freedom for Students at Michigan State University*. It reaffirmed:

a) The right of faculty members to conduct classes, and of students to participate in those classes, without interference or disruption.

b) The right of every student to a satisfactory fulfillment of the contract entered into at the beginning of the term.

c) The right of faculty members to dissent without jeopardizing their livelihood, and the right of students to dissent without jeopardizing their degree.

d) Freedom of conscience for all members of the academic community.

e) The Academic Council also requests its Educational Policies Committee to recommend policies regarding grades for students who absent themselves from classes in order to exercise the right to dissent.

f) In the event of an instructor's inability to fulfill his obligations to provide for students the instruction for which they enrolled as a result of death, illness, leave of absence, consultation, or

any other reason, it is the responsiblity of the department, together with the college and the University, to provide every student with the "satisfactory fulfillment of the contract entered into at the beginning of the term."

Evaluation of Instruction

As a means to assist in improving the evaluation of instruction, the Academic Council approved on December 2, 1969, the following procedures for the use of a Student Instructional Rating Report.

a) Each of the teaching faculty (including graduate assistants) at Michigan State University regardless of rank or tenure is required to use the Student Instruction Rating Report to evaluate at least one course in every quarter in which he teaches and every separate course he teaches at least once a year.

b) The results generated by the Instructional Rating Report shall be evaluated at the departmental level in order to help determine individual effectiveness. Appropriate procedures for the execution of this evaluation shall be determined according to departmental or residential faculty prerogatives.

c) The department chairman will be asked to describe in his annual report the steps which have been taken by the department or residential college to improve instruction.

The Student Instructional Rating Report forms are furnished by the Scoring Office, 104 South Kedzie Hall.

Integrity of Scholarship and Grades

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing protect the validity of University grades. This means that all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind. (See interim General Student Regulation 4.00, Scholarship and Grades, for specific regulations.) Instructors, for their part, will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged.

If any instance of academic dishonesty is discovered by an instructor, it is his responsibility to take appropriate action. Depending on his judgment of the particular case, he may give a failing grade to the student on the assignment or for the course.

In instances where only a failing grade in a course is given for academic dishonesty, the instructor will notify the student's academic dean in writing of the circumstances.

The student who receives a failing grade based on a charge of academic dishonesty may appeal to the Student-Faculty Judiciary a

judgment made by a department or a college. *Academic Freedom for Students at Michigan State University*, Article 4, Section 4.3.4.2.b(3).

When, in the judgment of the academic dean action other than, or in addition to, a failing grade is warranted, the dean will refer the case to the Student-Faculty Judiciary which shall have original jurisdiction. *Academic Freedom for Students at Michigan State University*, Article 4, Section 4.3.4.2.a(2).

In instances of academic dishonesty where the instructor feels that action other than, or in addition to, a failing grade in the course is warranted, the instructor will report the case to his departmental chairman and to the student's academic dean. The dean will then refer the case to the Student-Faculty Judiciary which shall have original jurisdiction. *Academic Freedom by Students at Michigan State University*, Article 4, Section 4.3.4.2.a(2).

General Student Regulation on Scholarship and Grades

The principles of truth and honesty are recognized as fundamental to a community of scholars. The University expects that students will honor these principles and in so doing protect the integrity of the University grading system.

No student shall knowlingly, without proper authorization, procure, provide or accept any materials which contain questions or answers to any examination or assignment to be given to a subsequent date.

No student shall, without proper authorization, complete, in part or in total, any examination or assignment for another person.

No student shall, without proper authorization, knowingly allow any examination or assignment to be completed, in part or in total, for him by another person.

No student shall knowingly plagiarize or copy the work of another person and submit it as his own.

Academic Freedom for Students

The original document, *Academic Freedom for Student at Michigan State University*, was prepared by the Faculty Committee on Student Affairs and successively approved by the Academic Council, Academic Senate, and finally by the Board of Trustees at its March 16, 1967 meeting. The report established guidelines to identify rights and duties of students in regard to conduct, academic pursuits, the keeping of records, and publications. It provided for structures and procedures for the formulation of regulations governing student conduct, for the interpretation and amendment of the guidelines, for "due process" in the adjudication of student disciplinary cases, and for channeling to the faculty and administration student complaints and concerns in the academic area.

During the 1970-71 academic year the original document was considerably revised through appropriate channels. A new edition incorporating all amendments as approved by the Board of Trustees is now available from the Student Activities Division, 101 Student Services Building.

Guest Speakers Policy

It is the policy of Michigan State University to foster a spirit of free inquiry and to encourage the timely discussion of a wide variety of issues, provided that the views expressed are stated openly and, therefore, are subject to critical evaluation. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which peaceful, democratic means for change are available. Therefore, registered student organizations are encouraged to invite speakers to the campus subject only to the following provisions:

a) The speaker must not urge the audience to take action which is prohibited by the rules of the University or which is illegal under federal or Michigan law. Advocating or urging the modification of the government of the United States or of the State of Michigan by violence or sabotage is specifically prohibited. It is the responsibility of the student organization to inform speakers of these prohibitions.

b) Sponsorship must be by a student organization which has been registered under the general regulations approved by the appropriate University authorities.

c) For purposes of preserving a record of all such public meetings and/or coordinating them with the calendar of other activities taking place on University property, the sponsoring organization must 1) make all arrangements for reservation of space with the appropriate University officials, and 2) complete a form to be furnished by the appropriate University office indicating, among other things, the subject to be discussed, the names of all speakers and the time and place of the meeting; the form is to be certified by the signature of the appropriate officer of the organization and the faculty adviser. All rules for administration of requests from registered student organizations must conform to the "General Policy" stated above. It shall be the responsibility of the Director of the Student Activities Division to certify that all appropriate steps have been taken before the event is officially scheduled.

d) Any student organization violating the provisions of this bylaw is subject only to the procedures and penalties applicable to students and student organizations that violate other University rules.

e) Public announcements concerning the speaker shall contain statements that clearly and accurately identify him.
f) At meetings dealing with controversial issues, ample time shall be allowed for questions and free discussion of the ideas presented.

Student Representation in Academic Governance

The *Bylaws of the Faculty—1968* provided for both undergraduate and graduate student participation in the Academic Council and certain faculty standing committees. On May 21, 1971, the Board of Trustees approved the *Bylaws for Academic Governance—1971* to replace the *Bylaws of the Faculty—1968* and its subsequent amendments. The pattern of student participation set forth is to be tried experimentally for a period of two years, beginning May 19, 1971. At the end of that time the pattern is to be reconsidered by the Academic Council and Academic Senate. These bodies will then be free to amend or confirm the pattern of student participation.

Departments, School, Centers and Institutes

Each department, school, center, and institute that has academic responsibilities or whose work concerns students either undergraduate or graduate, and all colleges are charged to develop patterns for the significant involvement of its students in the decision-making processes by which policy is formed. Each of the groups are also required to define the extent of its student constituency. The students of such a constituency are responsible for selecting, according to patterns of their own choice, their representatives in the councils and committees to which they are party.

Academic Council

Each college whose primary responsibility is the education of undergraduates has one *undergraduate student representative*. The College of Human Medicine, the College of Osteopathic Medicine, and the College of Veterinary Medicine each has one representative, either an undergraduate or a student working toward a professional degree. Undergraduate student representatives are chosen according to procedures established by a vote of the student constituency of the several colleges.

Graduate students have six *graduate student representatives* from the colleges which have a graduate training function with no more than one from a college. The graduate student representatives are selected by the Council of Graduate Students (COGS).

To ensure a systematic representation of the views of non-whites and women, ten *representatives-at-large* are specified. Of the ten

positions, at least six are reserved for non-white students and at least five are for women students. The at-large representatives are to be elected through elections-at-large, that is, by elections that involve the total student community. The procedures for the elections are given in section 4.4.3.8 of the *Bylaws for Academic Governance — 1971.*

Standing Committees of the Academic Council

The number of undergraduate, graduate, and at-large student members of standing committees varies according to rules specified for each of the committees. Sections 5.2.3. and 5.4. of the *Bylaws for Academic Governance — 1971* should be consulted for specific information.

Advisers to Student Organizations

More than 200 organizations on the campus enlist undergraduate members, and one of the assignments faculty members receive is to serve as advisers to these groups. The groups include honoraries, professional organizations, religious groups, and recreational clubs, as well as academic interest area, political, social, and service organizations. Serving as an adviser is one of the ways that faculty members can work personally and closely with students, and faculty members generally find the experience highly rewarding.

Complete listings of the organizations are available from the Dean of Student's Office.

Participation in Commencement

Commencement ceremonies are held at the end of each term with the exception of summer term. Separate ceremonies are held for graduate and for baccalaureate degrees. For the graduate commencement ceremony, department chairmen and major professors or graduate student advisers having students as candidates for advanced degrees are requested to participate. For the baccalaureate degree program, 500 members of the faculty are expected to participate in the June commencement and 300 in each of the other two terms. The Commencement Committee, using the distribution of Academic Senate members as a guide, prepares and distributes college and departmental quotas to meet the required number. Deans and department heads are responsible for meeting these quotas.

Staff Benefits

General Information

Generally, a new full time faculty member with an appointment of more than nine months is eligible to participate in the staff benefits offered by the University *if he applies within 60 days* from the date of his appointment. Premiums for the insurances selected will be paid by payroll deduction. Brochures describing the plans in detail are available from the Staff Benefits Division, 344 Administration Building.

Anyone unable to work because of illness or disability; going on a leave of absence without pay; terminating employment with Michigan State University, or retiring, should contact the Staff Benefits Division for information concerning conversion or extension privileges or to arrange for prepayment of premiums if insurances are to remain in force.

Hospitalization and Medical Insurance

University Contribution

Michigan State University contributes toward the cost of hospitalization coverage. Single person coverage for both the American Hospitalization and TIAA Major Medical plans are completely assumed by the University at the time of enrollment. In addition, the University contributes the major portion of the cost of two person or family coverage. New full time faculty members may enroll in either or both hospitalization plans *within 60 days* of their initial regular appointment without providing evidence of insurability.

American Community Mutual Hospitalization Program

Basic group hospitalization coverage is provided by the American Community Mutual plan. Among other benefits, it provides up to 365 days of semi-private hospitalization coverage coupled with a $1200 surgical schedule, and unlimited x-ray and emergency accident coverage.

TIAA Major Medical Insurance

This broad hospitalization-medical plan is designed to coordinate with the American plan to provide a comprehensive health care package. Briefly, the insurance activates when expenses exceed those covered by the base hospitalization plan, if any. After a $100 deductible, the plan pays 80 percent of all covered expenses up to $5,000 and 100 percent (during one benefit period) of covered expenses between $5,000 and a maximum of $50,000. TIAA Major Medical Insurance does not cover maternity benefits.

Group Life Insurance

Michigan State University offers Group Life Insurance at a nominal cost to full time faculty members at the time of employment providing it is prior to the 53rd birthday. The insurance is decreasing term insurance without cash or loan value. If enrollment does not take place *within 60 days* of date of initial regular appointment, the faculty member forfeits the right to participate at a later time without submitting evidence of insurability.

Two coverage schedules are available:

	Schedule A		*Schedule B*	
Age	*Amount*	*Monthly Premium*	*Amount*	*Monthly Premium*
To 45	$12,000	$3.00	$24,000	$6.50
45-65	9,000	3.00	18,000	6.50
65 and over	1,500	Paid up	2,500	Paid up

A new faculty member may select Schedule A at the time of employment and at a later time select Schedule B provided he submits evidence of insurability acceptable to the Company prior to his 53rd birthday. The insurance may be decreased from Schedule B to Schedule A at the written option of the insured. The reduction in the amount of insurance is automatic on the first day of July following the 45th and 65th birthday.

Accident Insurance Protection

Coverage for Accidental Death and Dismemberment is available on a 24 hours, 365 day basis in coverage amounts from $10,000 to $150,000 with optional family coverage available. Briefly, this plan pays the designated beneficiary the selected amount in event of *accidental* injury resulting in the loss of life. In addition, Accident Insurance Protection provides a dismemberment and total disability clause as follows:

a) For loss of any two members, the principal amount.
b) For loss of any one member, one-half the principal amount.
c) For permanent and total disability as defined in the policy, the principal amount.

New full time faculty must enroll *within 60 days* of their appointment date if coverage is desired.

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*Effective December 1, 1971, these amounts will be doubled in case of accidental death.

Group Travel Accident Insurance

The Travel Accident Insurance program is designed to provide special insurance to all University faculty members while traveling on University business or approved activities. This insurance is provided in recognition of the hazards involved in the normal course of travel for the University. Michigan State University provides this insurance at no cost to faculty and staff while traveling on University business.

The amount of insurance in force would be paid as follows:

a) In the event of accidental death, the principal amount, $50,000.
b) For loss of any two members, the principal amount, $50,000.
c) For loss of any one member, one-half the principal amount, $25,000.

Long Term Disability Income Protection

The Long Term Disability program is designed to provide monthly income and retirement benefits for staff members totally and continuously disabled. The program is financed by a monthly deduction based upon the participant's annual budgeted salary and adjusted every July 1.

After being disabled for a period of six continuous months, the Long Term Disability Income Plan guarantees 60 percent of the first $1,000 of the monthly rate of basic earnings plus 40 percent of the excess over $1,000 a month.

In addition, the program will pay the participant's contributions (5 percent) and the University's contribution (10 percent) to TIAA-CREF or the University Retirement Plan a long as the individual is entitled to the Long Term Disability benefits.

Disability Pensions

For faculty and staff eligible for benefits under the University Non-Contributory Retirement Plan, a disability provision is available for those who may become disabled after 15 years of service. Details of this benefit may be found in a separate pamphlet describing retirement obtainable at the Staff Benefits Division.

A member of the faculty who is participating in the TIAA-CREF retirement annuity plan may receive benefits under it, either for disability or otherwise, at any time funds are not longer contributed to his annuity. Benefits are determined by the amount accumulated in his account and his actuarial life expectancy as determined by TIAA-CREF.

Retirement Annuity Pension Plan (TIAA-CREF)*

The retirement annuity pension plan for the faculty of Michigan State University is with the Teachers Insurance and Annuity Association of American (TIAA) and its companion organization, The College Retirement Equities Fund (CREF), managed by the same officers but under a separate corporate organization. (TIAA-CREF provides the retirement plan at over 2300 educational institutions.)

When the faculty voted in 1958 to adopt the TIAA-CREF pension plan to replace the Michigan State University non-contributory plan, the change-over included two special features:

a) The years of service under the MSU non-contributory plan were "frozen" on July 1, 1958, for those participating in TIAA-CREF. However, the average of the five years of highest earnings, normally just preceding retirement, will be used to calculate the pension in accordance with the rules of the plan. This pension is in addition to the annuity payable under the TIAA-CREF plan and Social Security.

b) Anyone who found that he would be disadvantaged by a transfer to TIAA-CREF was permitted to remain under the MSU non-contributory plan exclusively.

Since July 1, 1958, all new faculty members when eligible* participate in the TIAA-CREF plan. Faculty holding Cooperative Extension Service appointments must participate in the federal contributory retirement plan and are excluded from Social Security by law. For this reason they are permitted to select either the MSU non-contributory retirement plan or the TIAA-CREF plan.

The TIAA-CREF plan is financed by a 5 percent contribution from the participant's monthly salary which is sent to TIAA-CREF with the University's contribution of an amount equal to 10 percent of the individual's annual budgeted salary.

Premiums paid into TIAA annuities are invested in fixed income securities and provide a fixed income upon retirement. CREF premiums are invested in growth type stocks with the objectives of providing an ultimate pension geared to the changing value of the dollar. The total monthly premium may be allocated between TIAA and CREF in multiples of 25 percent of deposited entire in either TIAA or CREF.

Upon request, it is possible for the individual's contribution to TIAA-CREF to be on a tax-exempt basis. In this way income tax is deferred until income is received as an annuity after retirement. Presumably, at that time, with lower income and possibly greater exemptions, the tax probably will be less.

*See page 19 for the general rules of eligibility. The Staff Benefits Division should be consulted for specific information on eligibility and requirements.

Medical Treatment For Job Related Illness or Injury

The Michigan State University Health Center is to be used by the faculty, whenever possible, in treating illness or injuries which are the direct result of their employment at Michigan State University.

Sick Pay

Under certain conditions, sick pay may be excluded from income up to $100 per week for income tax purposes even though it has been reported as a part of earned income on the W-2 form. Deduction of any amount of sick pay on the income tax return should be accompanied by a letter from the Office of the Comptroller certifying the dates of absence from work. This information should be furnished to the Office of the Comptroller by the department chairman.

Sickness and Death Benefits

In case of death of a regular full time faculty or staff member on active duty, a sickness and death benefit will be paid to his dependents by continuation of the monthly salary in accordance with the plan given below:

Years of Service				*Benefit*
5	but less than	6	years	7 months salary
6	but less than	7	years	8 months salary
7	but less than	8	years	9 months salary
8	but less than	9	years	10 months salary
9	but less than	10	years	11 months salary
10	years or more			12 months salary

Dependent for this benefit is defined as the spouse if living, or unmarried children of the staff member who are living at home and are totally dependent upon the staff member at the time of his death.

Social Security

Regular full time faculty, with the exception of those holding Cooperative Extension Service appointments, are covered by Social Security and the benefits are in addition to the University plans. Academic appointees for periods of no more than three months, are exceptions under this University's definition of "temporary."

Non-resident aliens who come to Michigan State University as exchange instructors or professors, research assistants or skilled specialists, or leaders in fields of specialized knowledge, may be excluded upon presentation of an "F" or "J" visa to the Payroll Office, 350 Administration Building. Complete information on Social Security requirements and regulations may be obtained from the Payroll Office and general information on Social Security benefits may be obtained from the Staff Benefits Office or from the local Social Security Office.

Unemployment Compensation

University faculty members are covered under the Michigan Employment Security Act. Under the Act, eligible former employees may draw benefits while seeking work; claims are to be filed at a Branch Office of the Michigan Employment Security Commission.

Normally, persons who work in instructional, research, or principal administrative capacity are not eligible for benefits between successive academic years or terms if the individual has been or will be contracted for said years or terms.

Further information regarding unemployment compensation is available in the *Manual for Business Procedures* or by contacting the Unemployment Compensation Division, Office of the Comptroller, 355-9631.

Workmen's Compensation

All University faculty members are covered under the Michigan Workmen's Compensation Act. Any employment injury is to be reported to one's immediate superior who will send the injured faculty member to the MSU Health Center. In an emergency the faculty member should go directly to the MSU Health Center and ask his immediate superior or department chairman to follow the emergency visit with the appropriate authorization form.

Treatment at a local hospital for an employment injury is not covered by the hospitalization insurance of the injured and any hospitalization insurance claim indicating the condition arose out of and in the course of an individual's employment would not be paid for by the insurance carrier.

If the injury arises out of and in the course of employment while away from the local area, it is satisfactory to obtain medical treatment with the cost being billed to the University. Upon receipt of such treatment, the accident form should be completed as required (see the Manual for Business Procedures, pages Em 1 to Em 7) and the Workmen's Compensation Division, Office of the Comptroller, should be notified.

Procedures

Borrowing University Equipment

University equipment is not loaned to non-campus organizations except departments of the state or federal government. Arrangements are to be made through the Office of the Executive Vice President.

Buildings

The closing time for most buildings other than residence halls is 10:00 p.m., Monday through Friday. Some exceptions for more frequently used buildings are: Administration Building, 5:30 p.m.; Library and Union Building, 11:00 p.m.; and Student Services Building, 12 midnight. Building hours are posted on the doors of most University buildings.

University employees may work in their offices or laboratories beyond closing hours if they have authorized building keys and or room keys to the areas occupied.

Fairchild Theatre is not used for regular classes.

University facilities are not rented to outside groups unless sponsored by Continuing Education.

University property is not to be used for personal needs.

Exhibition space is not to be sold in any building.

Channeling Information to the Public

The Department of Information Services, 109 Agriculture Hall, operates to serve all departments and the University as a whole. Its principal functions include keeping the people of Michigan informed of the developments and activities of the University; channeling useful information to the public from teaching, research and extension personnel by way of press, radio, television and other mass media; editing and circulating bulletins and other publications; and offering guidance in public relations matters.

So that all departments and the University as a whole will benefit to the greatest extent from the services of the Department of Information Services, the full cooperation of every University faculty member is needed. Obviously it is impossible for the Information Services staff to keep in frequent contact with all faculty members. For that reason it is highly desirable that each faculty member keep the Department of Information Services fully informed of significant activities.

Please notify the Information staff of new projects being launched, particularly those of service to students and the public. Also, keep the

department informed of major participation in off-campus convention and conference programs, presentation of papers, and other developments of general interest. Through this cooperation the reputation and prestige of Michigan State University can be enhanced

Design Service

The University Editor's Office (447 Berkey Hall) maintains a publication design service for the benefit of all departments and colleges of the University. Graphic designers are available to create layouts and illustrations. Charges are made to departments on a non-profit basis.

Photo Lab

Complete photographic services are available to all University departments through the Information Services Photo Lab in Room 11, Agriculture Hall. This includes taking slides, still and motion pictures either in the studio or on location. Processing and printing of all types of film as well as photo copying is offered. Departments with their own photographic facilities may purchase supplies and have cameras repaired. Price list and schedule of charges are available—355-0230.

Radio Stations

Radio stations WKAR (870) and WKAR-FM (90.5) are operated by the Department of Radio Broadcasting. This department also gives assistance to extension personnel who are carrying programs on other stations.

The radio stations are heard throughout most of Michigan and in adjoining states where they reach many citizens who have no other contact with the University. Programs are planned for a state audience and embrace education, information, public service, fine arts, and entertainment. Program materials and personnel are derived from the faculty, student body, departments of state government, federal departments and agencies, and state organizations.

Cooperation of the faculty in developing programs is essential to the maintenance of a comprehensive program serving all activities of the University.

Television

With informal educational and cultural programs as well as formal instruction and quality entertainment for a wide variety of audiences, the University extends its resources to Michigan and the nation through its television station, WMSB, a division of the Continuing Education Service and an affiliate in the national system of noncommercial Public Television. (WKAR-TV will be the new call sign beginning in September 1972.) Faculty members are encouraged to participate in the preparation and presentation of the programs as an acknowledged and significant part of their professional activity.

University Editor's Office

The University Editor's Office, a division of the Department of Information Services, offers editorial and design services for official publications of the University's academic and administrative departments. An editorial and design staff is available to assist in the editing, design and publishing of brochures, announcements, posters, monographs, books, catalogs and similar material necessary to communicate information concerning the academic, research and service programs of the University.

Editorial staff members work with department representatives after the basic manuscript for a publication has been prepared by the initiating department. They assist in the selection of type, paper and ink and in the preparation of a suitable publication design. They also see the publication through the printing process from initial typesetting to delivery of the finished item.

For the majority of publications processed through the University Editor's Office, professional graphic design and art work is necessary. Experienced graphic designers are available to create layouts, cover designs, illustrations and other art work essential to the effective graphic presentation of the printed message.

The University Editor's Office assumes the responsibility for maintenance of professional editorial, design and printing standards through (1) editorial review, including organization and presentation of material, grammatical construction and stylistic consistency; (2) graphic design, including type, paper and ink selection, copy-fitting, determination of format, creation of appropriate design and preparation of finished art for printing; and (3) production, including preparation of specifications, acquisition of price quotations from competing printers, and establishment of reasonable printing and delivery schedules.

The editorial and production supervision services are provided without charge to University departments and administrative offices. But since the design service unit is operated on a revolving fund account, a charge must be made for work done by the office's graphic designers. Costs are based on a standard price list, with total charges depending on the size and complexity of the publication concerned. It should be noted that the office provides free editorial service but does not pay for printing. All printing, production and design costs are paid by the department that orders the publication. Production work cannot be started on a publication until an approved requisition (issued by the requesting department) has been received by the University Editor's Office.

Publications to be copyrighted by the University Editor's Office are done so in the name of the Board of Trustees of Michigan State University.

Department offices planning to produce a publication are invited to call the University Editor's Office (5-3290), 447 Berkey Hall, and arrange a meeting with an editorial staff member to discuss their plans for the publication and to work out a tentative production schedule.

Emergencies

In the case of fire, police emergency, accident necessitating first-aid treatment or need for ambulance transportation, dial "1-2-3." This is the emergency number to the Department of Public Safety. Their officers will dispatch appropriate equipment and personnel to deal with the emergency.

For routine or non-emergency communications to the Department of Public Safety which deal with police matters, dial 5-2221. If the subject concerns non-police safety problems such as radiation, sanitation, fire prevention, or industrial accidents, call 5-2208.

Field Trips

It is a Board policy that students are not permitted to drive cars and take other students with them on field trips and assignments away from the University. University transportation should be used for such trips. For more details, see the official booklet *Travel Regulations* dated July 1, 1970. See procedures for field trips in *Manual of Business Procedures*.

Housing

University Apartments

The University has 184 apartments for use by faculty and eligible staff members until they are able to find adequate housing elsewhere. The units consist of no-bedroom and one-bedroom units which may be rented furnished or unfurnished and two-bedroom units which are unfurnished except for a range, refrigerator, and venetian blinds.

Briefly, the regulations governing the eligibility for these apartments are:

a) Instructors and assistant professors may live in University housing for three years and may apply for not more than three one-year renewals.

b) Associate professors and professors may live in University housing for only one year.

c) Regulations forbid faculty members who have owned their own local homes from moving into Michigan State University operated housing.

Inquiries concerning University owned apartments may be directed to the Married Housing Office, 1205 South Harrison Road, East Lansing, telephone 355-9550.

Off-Campus Housing

Inquiries concerning houses or apartments in East Lansing or elsewhere off campus may be made to the off-campus Housing Office, 101 Student Services Building, telephone 355-8303.

Identification Cards

All full-time members of the faculty may obtain identification cards. Similar identification cards are issued to their spouses upon request. The cards are useful in establishing identity for such campus privileges as use of the library, Intramural Building, and golf course.

To obtain an ID card, the faculty member and spouse should secure authorization cards from his department. These are presented at the ID Card Office, Administration Building, where the photographs are taken. Plastic name cards are available for library use, etc., upon request. This service is available Monday through Friday from 8 a.m. to 5 p.m.

Instructional Media Center

Among the important learning resources available to faculty members through the Instructional Development Service are those of the Instructional Media Center. Films, graphics, closed-circuit television, and all types of projection, recording, and public address services are available. In addition, there is a staff of specialists to assist faculty members with an analysis of instructional needs, with the procurement or production of needed materials and with suggestions for their effective use.

Kellogg Center Housing

Kellogg Center facilities are available to faculty members and their guests. Reservations for guest rooms should be made through the Kellogg Center office, 5-5090, Monday through Friday, 8:00 a.m.-5:00 p.m.; and 332-6571 evenings and weekends. Rates for rooms are $12.00 for single occupancy and $17.00 for double. All guest rooms are complete with twin beds, circulating ice water, full bath, four-channel radio, and color television.

Library Facilities

The Michigan State University Libraries consist of more than 1,500,000 volumes, including United States, United Nations, and Canadian documents, and titles available in various microforms. Current serial subscriptions total more than 30,000 titles.

The Reference Library is the information center for all of the University Libraries. Reference librarians provide bibliographic assistance, aid readers with the use of the public catalog, fulfill inter-library loan requests, answer reference questions, and accept requests for delivery of materials to faculty offices.

Curriculum-related materials can be placed in assigned reading collections to assure a wider circulation of the materials. These collections are supervised by the Assigned Reading Librarian.

The Circulation Desk faces the main lobby. Except for assigned reading books, government documents, and the Undergraduate Library's periodicals, all books in the building can be checked out and returned at this central desk.

Faculty members may charge out as many books as they wish for one term, but books may be recalled after a two-week period if requested by another reader. All books are subject to immediate recall if needed for assigned reading. Some periodicals and books are restricted to building use only, while others circulate for one day periods to graduate students and faculty members.

Over a hundred carrels are available to faculty members engaged in research. The application for carrels should be made to the Associate Director.

The University Libraries contain collections of materials devoted to specific research needs. For example, Special Collections consists of 62,000 volumes; the microfilm collection contains micro-reproduction of over 300,000 titles; the Continuing Education Library houses state and municipal documents; and U.S., U.N., Canadian and foreign government documents are available through the bibliographies in the Documents Library.

Lost and Found

The campus "lost and found" service is maintained in the checkroom on the main concourse of the Union Building. Call 5-3497. Hours: 8 a.m. to 5 p.m. Monday through Friday.

Maintenance Calls

Physical Plant Service

The Physical Plant Maintenance Department (3-1760) is open daily for all maintenance calls pertaining to building and or utilities from 7:30 a.m. to 5:00 p.m. For emergency maintenance service from 5:00 p.m. to 7:30 a.m. daily and all day on Saturdays, Sundays, and holidays, dial "0."

Married Housing

For maintenance service in Married Housing areas, call 5-9550 from 8:00 a.m. to 5:00 p.m.; from 5:00 p.m. to midnight, call 5-9557; for emergencies after midnight, dial "0."

Grounds Maintenance

The Grounds Maintenance Department (dial 5-7750) is open daily for all maintenance calls pertaining to grounds maintenance service from 7:30 a.m. to 4:30 p.m. For emergency maintenance service from 4:30 p.m. to 7:30 a.m. daily and all day on Saturdays, Sundays and holidays, please dial "0."

Messenger Service

Michigan State University maintains a messenger and mailing service which provides a means of distributing official University communications on campus. Stops are made in all main departmental offices where faculty and staff may call for and leave mail for campus distribution. Also, off campus mail is picked up twice daily and taken to the mail room where it is metered with the correct postage and mailed from the East Lansing Post Office.

Examples of communications that are distributed on campus are: Notices of faculty meetings or other University department sponsored affairs or programs, communications from one department of the University to another, and memorandums from one individual to another when pertaining to University business. Those that cannot be distributed are: requests for contributions (except United Fund), sales or collections by campus organizations, notices of political meetings, organization meetings (except meetings of learned and professional societies), church announcements, etc. Interdepartmental reuse envelopes, available in two sizes from General Stores, should be used for on-campus communications.

Printing

The University Printing Service, second floor of Central Services Building, telephone 5-6610, provides complete offset printing. The service is open weekdays from 8 a.m. to 12 noon and from 1 p.m. to 5 p.m.

Included in the types of materials produced by University Printing are: Illustrated brochures, manuals and booklets, newsletters, form letters, envelopes, postcards, maps, announcements, memo pads, and business forms including no-carbon-required forms. *University Printing is the only authorized source for University stationery.*

University Printing has the equipment necessary to take a publication from original manuscript through typesetting, pasteup,

photography, platemaking, printing, assembling, binding and trimming to a finished product. A new photo-composing system and a perfect-binding machine has been installed as an added service to the University. If a job requires special type or paper, these can be obtained from outside sources through University Printing.

Low budget items can be reproduced in several ways including offset printing from typewritten masters or by photographing pre-printed or typewritten material to make offset plates. Stencil copy too complex for hand preparation is produced economically on an electric scanner which prepares a special facsimile stencil that can be used on originating department stencil duplicating equipment. Another service, the "copy center" can be used to provide fast service for short-run work, frequently on a same-day basis.

The University Printing Service charges all jobs on a cost-of-operation basis. Payment by departments is made through transfer of funds from departmental accounts established in the Office of the Comptroller. See the MSU *Manual Business of Procedures, Section "Up."* for details.

Publications

The *MSU News-Bulletin* is distributed each Thursday during fall, winter and spring terms and on a bi-weekly schedule (Thursdays) during summer term. It contains news, features, announcements and a weekly calendar for faculty and staff. Editorial offices are located in Rooms 323 and 324, Linton Hall (5-2285). Announcements and notices for the "Bulletins" section should be submitted to 109 Agriculture Hall (3-8819). Deadline for each issue is Tuesday noon.

This is Michigan State University (better known by its subtitle as the *Facts Book*) is compiled yearly to serve as a reference source of latest information about Michigan State. Information is brought together in this publication primarily for editors, writers, and radio and television newsmen. Many others, however, also find this compilation of facts and figures of value.

Facts in Brief is an annual vest pocket summary of current information on organization, personnel, facilities and budget of the University with helpful notes on major attractions for visitors.

The *Campus Map* is published annually and includes building and office indexes and brief descriptions of major attractions for visitors.

Profile of a University is an illustrated booklet outlining the shape of the University, its philosophy, programs and the composition of its student body.

(Note: Copies of the above four publications may be obtained from the Department of Information Services, 109 Agriculture Hall.)

Bylaws for Academic Governance (Michigan State University 1971) details the composition of the faculty, the organization of the

University, colleges, departments and schools and describes the duties of standing committees. It also provides for a pattern of student participation in academic governance to be tried experimentally for a period of two years, beginning May 19, 1971. The Bylaws were issued by the secretary of the faculties, September 1971, after approval by the Academic Council, Academic Senate and Board of Trustees. Copies of the *Bylaws for Academic Governance* are available from the Secretary of the Faculties, East Wing, Library.

Academic Freedom for Students at Michigan State University is a report of the Faculty Committee on Student Affairs and has been approved by the Academic Council, the Academic Senate and the Board of Trustees. This report identifies rights and duties of students in regard to conduct, academic pursuits, the keeping of records, and publications. It proposes structures and procedures for the formulation of regulations governing student conduct, for the interpretation and amendment of the guidelines, for the adjudication of student disciplinary cases, and for channeling to the faculty and administration student complaints and concerns in the academic area. Copies of this report are available from the Student Activities Division of the Dean of Students Office, Room 101, Student Services Building.

Bylaws of the Board of Trustees of Michigan State University are available in printed form from the Office of the Secretary, Administration Building.

Ordinances of Michigan State University are available from the Department of Public Safety.

Safety

It is the desire of the Board of Trustees of Michigan State University to conserve the human resources of the University by prevention of accidents to University personnel, students, and visitors which may cause property damage, injury, or loss of life. Humanitarian motives impel the enunciation of the University policy on accident prevention.

It is the policy of Michigan State University to prevent accidents in work, class, and other activities which the University supervises, is responsible for, or sponsors. Each person, regardless of official or unofficial status, who assumes or is assigned responsibility for the work or activities of others is administratively responsible for their safety during such work or activities. Investigation of accidents to University personnel and students during work, class, or sponsored activities is the responsibility of the person whose job it is to supervise the person injured.

It is the intention of the University that there shall be compliance with safe practice standards which are a matter of professional knowledge, and with official codes and regulations.

Each department is responsible for the establishment and preservation of safe conditions and safe practices within the area of jurisdiction of the department.

Smoking

The following regulations have been approved by the Board of Trustees: (University Ordinance, Section 32.00)
Smoking is hereby prohibited:

a) In barns and farm buildings except where specifically approved for smoking by the Director of the Department of Public Safety;
b) In and adjacent to all buildings used primarily for storage of combustible materials and or flammable liquids, provided, however, that all buildings and areas other than classrooms shall be clearly posted as "No Smoking" areas.

University Ordinance (Section 6.00) further provides that:

Whosoever shall refuse or fail to conform to such rules or regulations, which may be prescribed by said Board in this ordinance, shall be deemed guilty of a misdemeanor, and upon conviction thereof may be fined and or imprisoned in the county jail of the county wherein the offense was committed, as provided by law.

Directory Information Addresses and Telephone Numbers

A new directory information system is being developed to coordinate information for the annual *Faculty and Staff Directory* and similar information used in the Telephone Center, Payroll Division, Provost's Office, Data Processing and other University offices. The system provides for:

a) Updating of information such as academic rank, title, and department from changes approved by the Board of Trustees.
b) Updating on *an individual request basis* of both home and office addresses and telephone numbers and other personal data. data.
c) An annual audit by the individual of information in the Directory Information File.

For the system to be of maximum service to individual faculty members and to the University, it is imperative that all changes be reported as soon as possible and that the file be updated weekly.

To report a change:

a) Obtain a Directory Information Form from the departmental office.

b) Fill in:
   (1) Name
   (2) Social Security number
   (3) Date the change is submitted
   (4) Date the change is effective
   (5) The appropriate change. All home address changes *must* include the ZIP code and if applicable the apartment number and the telephone number.
   (6) Signature

c) Return the completed form to the departmental office.

d) The departmental office should send the completed Directory Information Forms on a daily basis to:
   Assistant to the Provost
   310 Administration Building

Transportation on Campus

Motor Vehicles

Full-time faculty and staff members may register their vehicles and pay the annual fee of $18 either in cash or through payroll deduction. However, they have the option of parking in metered spaces or gated lots at the usual rates or parking in the commuter parking lot at the intersection of Farm Lane and Mt. Hope Road.

Registration of the vehicles and payment of the annual fee entitles one to a Faculty-Staff Parking Permit. This permit, *properly installed on a vehicle*, allows the vehicle to be parked in any legal space on campus. A parking-gate key-card which will operate the parking gates without use of a coin is issued to permit holders upon request.

For faculty and staff possessing more than one motor vehicle, permits for each vehicle are provided for the single registration fee of $18. However, only one parking gate key is issued.

It is suggested that each registrant carefully review the publication, *Faculty, Staff and Visitors Parking Regulations.*

Additional information is available from the Vehicle Office, 103 Quonsets, between the hours of 7:30 a.m. and 4 p.m., Monday through Friday.

Bus System

The University operates a campus bus system primarily for students who need transportation on campus. Term passes are available.

Bicycles

Many students, faculty, and staff operate bicycles on the campus. Every bicycle possessed or operated on the campus must be licensed either by the University's Department of Public Safety, Quonset 103, or by the cities of East Lansing or Lansing. Information concerning proper operation of a bicycle on campus can be obtained from the Department of Public Safety.

Opportunities

Alumni Memorial Chapel

The Chapel may be used by persons of all faiths, who are associated with the University, for religious services, weddings, and other ap- events. For information on use or hours telephone 5-3464.

Credit Union

The MSU Employees Credit Union is a non-profit financial cooperative, owned by its members, serving the credit and savings needs of MSU employees. It is managed and operated by a professional, full-time staff and a Board of Directors elected from the membership. Income is distributed to members in the form of savings dividends and interest rebates on loans. Savings and loan protection insurance is provided to eligible members at no extra cost. Savings are protected by internal and external audits, yearly examinations by the State Banking Department, a $2 million liability bond, statutory limitations on investments, and the Stabilization Services of the Michigan Credit Union League.

Any employee and member of his immediate family may join the Credit Union by paying a 25 cent fee and investing a minimum of $5 in a Credit Union share. Membership entitles the employee and his family to all services of the Credit Union. The office is located at 600 E. Crescent Drive. Hours are 9:30 a.m. to 5:30 p.m., Monday through Friday.

Cooperative Nursery

The MSU Community Cooperative Nursery has been in existence since 1950. It is a state licensed, incorporated, non-profit organization located in a rural setting on the MSU campus at the corner of College and Jolly Roads. The nursery is made up of a group of parents assisted by a professional teaching staff who, under an independent constitution, organize, govern, and provide a pre-school education to children ages 2½ through 5. The nursery serves primarily the children from the University community but accepts students from the Greater Lansing area. The nursery calendar corresponds closely to that of the University averaging three ten week terms. Morning and afternoon classes are available for both 3 and 4 year olds on alternate week days. Mrs. Leonard Rahilly is director of the Nursery. For information telephone: Mrs. Robert Staudte, 349-9340, or Mrs. Allan Claypool, 371-1168.

Cultural Opportunities

The Kresge Art Center Gallery exhibits drawings, paintings, sculpture, and related art forms from the University's permanent collection, from rental shows, and from the work of faculty members and students. The gallery is open to the public daily from 9 a.m. to 12 noon and 1 to 5 p.m., Tuesday evenings 7 to 9 p.m., and Saturday and Sunday 2 to 5 p.m. The gallery is closed Dec. 25 through Jan. 1.

The Lecture-Concert Series each year presents more than 50 programs featuring art and foreign films, travel films, concerts, plays, dance residencies, and lectures. Season or individual tickets may be obtained at the Union Ticket Office.

The MSU Chorus welcomes faculty members and their wives and husbands. Rehearsals are held Wednesdays from 7 to 9 p.m. in the Auditorium of the Music Building.

Evening College

The Evening College, a division of the Continuing Education Service, offers noncredit educational courses on timely, interesting and challenging topics during the fall, winter and spring terms. All courses are held on the campus, the majority of them in the evening, and are taught by MSU faculty members and guest lecturers. Most courses are designed for adults; some encourage family participation. For further information, telephone 5-4562.

Faculty Folk Club

The Faculty Folk Club was organized in 1923 to assist wives of faculty members to become acquainted, particularly outside their husbands' departments. It includes many interest groups: book review, book exchange, bridge, bowling, drama, gourmet cookery, golf, French, Spanish, antiquing, art, creative writing, German, international interests, knitting, swimming and Newcomers' Club. Newcomers' Club, which invites two-year membership by wives of new faculty members, meets monthly. Meetings of Faculty Folk are usually held on the second Friday of the month during the academic year. Dues of $2.50 per year include membership in both Faculty Folk and Newcomers' Club and all wives of new faculty members are encouraged to attend both. Members are eligible for all general meetings and interest groups.

Honorary and Professional Organizations

Honorary and professional societies and interest groups in virtually every academic field function as a part of campus life at Michigan State. Among them are many nationally recognized professional groups, as well as clubs and organizations formed locally to bring those with similar interests together.

Honorary Organizations

*Alpha Lambda Delta, Freshmen Women's Scholastic; *Alpha Phi Sigma, Police Administration; *Alpha Zeta, Agriculture; *Arnold Air Society, Air Force; *Beta Alpha Psi, Accounting; *Beta Alpha Sigma, Urban Planning; *Beta Beta Beta, Bio Science; *Beta Gamma Sigma, Business; *Blue Key, Junior and Senior Men's Scholastic and Service; Circle Honorary, Women's Residence Halls; *Delta Phi Epsilon, Foreign Service; *Delta Psi Kappa, Women's Physical Education.

*Delta Sigma Rho—Tau Kappa Alpha, Forensics; Enzian Honorary, Men's Residence Halls; *Eta Kappa Nu, Electrical Engineering; Excalibur, Senior Men's; Green Helmet, Sophomore Men's Scholastic; Green Splash, Women's Swiming; *Kappa Delta Pi, Education; *Mortar Board, Senior Women's Scholastic, Leadership and Service; Omicron Delta Epsilon, Economics; *Omicron Delta Kappa, Junior and Senior Men's Scholastic and Leadership; *Omicron Nu, Home Economics; Orchesis, Dance; *Pershing Rifles, Military Science; *Phi Alpha, Social Work; *Phi Beta Kappa, Liberal Arts Scholastic; *Phi Eta Sigma, Freshmen Men's Scholastic; *Phi Kappa Phi, All-University Scholastic; *Phi Lambda Tau, Engineering.

*Phi Sigma Iota, Romance Languages and Literature; *Phi Zeta, Veterinary Medicine; *Pi Alpha Xi, Floriculture; Pi Kappa Gamma, Packaging; *Pi Omega Pi, Business Education; *Pi Tau Sigma, Mechanical Engineering; *Scabbard and Blade, Military Science; *Sigma Gamma Epsilon, Earth Science; *Sigma Lambda Chi, Forest Products;*Sigma Pi Eta, Hotel Management; Sparta, Senior Men; Tau Alpha Rho, Television and Radio; *Tau Beta Pi, Engineering; Theta Alpha Phi, Theatre; Tower Guard, Women's Scholastic and Service; *Xi Sigmi Pi, Forestry.

Professional Organizations

Alpha Mu (Music Therapy Fraternity), American Foundrymen's Society, American Institute of Chemical Engineers, American Institute of Interior Designers, American Society for Metals, American Society of Agricultural Engineers, American Society of Civil Engineers, American Society of Landscape Architects, American Society of Mechanical Engineers, American Society of Medical Technologists, American Veterinary Medical Association, Association for Computing Machinery, Cantilever (Home Building), Delta Omicron (Women's Music).

Gamma Theta Upsilon (Geography), Institute of Electric and Electronic Engineers, MSU Marketing Club of the American Marketing Association, Phi Beta Lambda (Business Education), Phi Delta Kappa (Men's Education), Phi Gamma Nu (Business), Phi Mu Epsilon (Mathematics), Sigma Alpha Eta (Speech and Hearing Science), Sigma

*National Affiliation

Alpha Iota (Women's Music), Sigma Delta Chi (Journalism), Society of Automotive Engineers, Student Education Association, Student Society of Urban Planners, Theta Sigma Phi (Women's Journalism).

Library

The University Library is open to all members of the academic community. The only restriction is that children under eighteen years of age may not check out materials. All others may apply at the circulation desk for permits which carry the privilege of borrowing books for two-week periods. Permits may be used anywhere in the library system.

Meal Facilities

International Center

Crossroads Cafeteria: 7:30 a.m. to 4:00 p.m., Monday through Friday.

Kellogg Center

State Room: Monday through Saturday, 7 to 10 a.m., 11:30 a.m. to 2 p.m. and 5:30 to 8 p.m.; Sunday, 8 to 11 a.m. and 12:15 to 6 p.m.

La Ventura Room: Monday through Friday, 7:30 a.m. to 6:30 p.m. Not open Saturday or Sunday.

Owen Graduate Center

Cafeteria-Coffee Shop: Monday through Saturday, 7 a.m. to midnight; Sunday, 8 a.m. to midnight. Normally not open during term breaks.

Union Building

Cafeteria: Monday through Friday, 11:15 a.m. to 1:15 p.m. and 5 to 7 p.m.; Saturday, closed; Sunday, 12 noon to 2 p.m.

Grill: Monday through Saturday, 7:15 a.m. to 11 p.m.; Sunday, 1 p.m. to 11 p.m.

Museum

Michigan history, anthropology, full size habitat groups of North American wildlife, a hall of Man and his culture, and ecology dioramas are only a few of the outstanding exhibits featured on the three floors of the MSU Museum. Hours are 9 a.m. to 5 p.m. on weekdays, 1 to 5 p.m. on weekends. Admission is free.

Nursery School

The Michigan State University Institute for Family and Child Study includes preschool laboratories for three- and four-year-old children. The child laboratories of the Institute, which are administered within the College of Human Ecology, facilitate research in early childhood

education, as well as providing learning experiences for students studying early childhood development and family relationships. Families who enroll their children agree to cooperate with the Institute staff in working toward these programmatic goals.

Any family in the community, including faculty families, may make application to enroll their children. Children are selected to meet the educational and research objectives of the program. Applications for enrollment for 1972-73 will be available after January 1, 1972.

Each of the groups is under the direction of an early childhood specialist. Students participating in the units are under the supervision of qualified instructional personnel.

For further information on ages, hours, and fees, telephone 3-3717 or 5-7747.

Planetarium

Abrams Planetarium is an unusually fine facility, providing excellent educational programs in astronomy and related space science subjects. MSU faculty are encouraged to consider requesting use of the facility to add stimulation in their courses. Time permitting, planetarium staff members are eager to develop programs of various types for university instruction. This is appropriate for courses which include subject matter involving study of the sky (e.g., astronomy, natural science, humanities, physical geography, geology, science teaching, literature, and many others).

In addition to university instruction the planetarium offers enrichment to schools of the surrounding area. Lessons for visiting classes of all levels can be arranged by calling the planetarium, 5-4672.

Special educationally entertaining programs are offered to the general public on weekends at the following times: Fridays 8:00 p.m., Saturdays 2:30 p.m. and 8 p.m., and Sundays 4:00 p.m.

Evening college courses are offered at the planetarium several times each year.

Programs may be arranged for groups with various interests by contacting the planetarium office.

Psychological Clinic

The Department of Psychology operates a Psychological Clinic as part of its instructional and research programs. All residents of the state of Michigan, except those who are students in the University, may apply for services offered by the Clinic. (Students apply to the Counseling Center.) Services include diagnostic evaluations and psychological treatment for both children and adults. Counseling for family and marital problems also is available. The number of individuals who can be accepted is limited. Only those who can be served well by a training-research clinic are accepted. Application may be made by letter or telephone (5-9564).

Publications

The *Michigan State News*, a morning newspaper, is published by students on class days Monday through Friday of the fall, winter, spring, and summer terms. It reports campus, area, and world news.

Recreation

Recreational facilities for faculty members are sponsored by the University.

Season tickets for all home Michigan State University athletic events may be purchased through the athletic ticket office, 5-1610.

Faculty may purchase season tickets for the Lecture-Concert series through the ticket office in the Student Union, 5-3361. Each year some of the world's most famous musical and dramatic artists and groups are presented in this series.

The Performing Arts Company of the Department of Theatre presents a series of plays during the year. Season tickets for these productions are sold at the beginning of each academic year, and a limited number of individual tickets are available approximately two weeks before each performance at the Fairchild Theatre ticket office, 5-0148. The Department also sponsors a season of plays during the summer session. For information call 5-0148.

Intramural sports activities and facilities are available to men and women of the faculty at designated hours to be announced at the beginning of each quarter.

Michigan State University Union provides facilities and opportunities that no other University building has to offer. Its location at the Abbott Road entrance to campus makes it convenient to reach by bus, foot or bike.

Students, faculty, staff, alumni and guests, as members of the University family, gather at the Union for informal discussions, information on campus events, dining in the cafeteria or grill, relaxing in the lounges, bowling alley or billiard room.

The Union is the headquarters for the Alumni Office, Supportive Services Office operates a university-wide lost-and-found service, maintains a ticket office for all campus events except athletics; has the only barber shop on campus, and sells and rents caps and gowns.

Sports

Family swimming is held Friday evenings in the Men's Intramural Building. Children above a certain height or with swimming ability may accompany their parents. There is a small admission fee.

Athletic facilities in the Men's Intramural Building may be used free of charge during open hours by the male faculty members with one male guest each, age 14 years or above.

For further information on the women's program, telephone 5-4710; men's program 5-5250.

The Forest Akers Golf Course includes an 18-hole course (West) and a 9-hole course (East) and a practice driving range on each course. Season tickets for faculty are $60.00 single and $90.00 family plus $25.00 for each child. Faculty members, their wives and children 14 years and over and under 21 may use the West Course for $2.00 or the East Course for $1.25 any day of the week. Students with identification cards may use the West Course for $1.75.

The Ice Arena in Demonstration Hall is open for skaters of all ages. There is a small fee. During the fall and winter there are group lessons for adults on Sunday afternoons 2:30 p.m. to 3:15 p.m. Toddler classes (age 2-6) are held Monday through Friday. Classes for children ages 5 to 15 are held on Saturday. There is open skating some evenings and every Saturday and Sunday from 3:30 to 5 p.m. during the regular skating season. Open skating during the summer season is held on Friday and Saturday evenings and Saturday and Sunday afternoons. Athletic events sometimes necessitate schedule changes. Schedules are available at ice rink office, telephone 355-2380.

University Club

The Michigan State University Club maintains a multiple use facility adjacent to the campus. Membership is available to University employees. Details on membership application are available from the officers of the club, the Membership Committee, or by writing to the University Club, Michigan State University.

The Club has outdoor facilities for swimming and tennis as well as indoor accommodations for billiards, table tennis, and other activities. It is conveniently located for use of the University golf course.

Luncheon and dinner are served each day. A luncheon program with a featured speaker is presented on Tuesdays.

Brief Facts About Greater Lansing*

Code: (M) Metropolitan Area: Ingham, Eaton and Clinton counties; (L) Lansing, (EL) East Lansing, (U) Urbanized area.

Accommodations. (U) 44 Hotels and Motels providing 2,431 units.

Altitude. 863 feet above Sea Level.

Area. (L) 33.75 square miles, (EL) 9 square miles

Associations. (U) More than 150 regional or state trade and professional organizations maintain Lansing area offices.

Churches. 285 churches representing 55 denominations.

Civic Center. (L) $5 million multi-purpose Civic Center providing a 5,400 seat Main Auditorium, an 800 seat Prudden Room with small stage, Terrace Room to accommodate 500, 31,000 sq. ft. Exhibit Hall, parlors, kitchen and related facilities. Parking for 400 cars adjacent. In 1970 Greater Lansing convention business amounted to over $14 million.

Climate. Summer 69 degrees, Winter 25 degrees, Rainfall 31.8 inches.

Communications. (U) One daily and Sunday Newspaper and five weeklies. Ten radio and TV stations.

Culture. (U) Lansing Symphony and Junior Symphony. Lansymphonic Choir, Orpheus and Lansing Choral Society. Metropolitan Lansing Fine Arts Council, Art Guild, Community Art Gallery, Greater Lansing Area Dance Council, Festival Ballet Company, Civic Players, Community Circle Players, summer stock theater plus a wide variety of stage presentations and musical events at Michigan State University and Lansing Community College. Two Museums: at Michigan Historical Commission and M.S.U.

Education

	Grade	*Mid.*	*Jr. Hi.*	*Sr. Hi.*	*Students*
Lansing	49		5	3	33,398
East Lansing	9	2		1	5,162
Okemos	4	1		1	3,308
Haslett	3	1		1	2,056
Waverly	6		2	1	4,816
Parochial	6		1	1	4,278

Michigan State University

The nation's fifteenth largest university with 40,511 students on the East Lansing Campus.

*Compiled by the Chamber of Commerce of Greater Lansing.

Lansing Community College

Established in 1957, LCC now enrolls over 7,000 students.

Lansing Business University

Established in 1867 is an accredited 2-year Business School serving 700 students.

Employment. (M)

Monthly Average	*1965*	*1970*
Non-farm	125,000	142,000
Manufacturing	36,800	35,400
Percent unemployment	2.2	5.8

Finance. (U) Five major banks with 30 drive-ins and branches, three Savings and Loan Associations with three branches, and Stock Brokerage Offices.

Government. (L) Mayor/Council. (EL) City Manager/Mayor/Council. Five adjoining units (Charter Townships): Lansing, Delhi, Delta, Dewitt and Windsor.

History. Lansing became the Capitol of Michigan by an act of legislature in 1847. It was incorporated in 1859. The city derived its name from Chancellor John Lansing of New York, among the early developers in 1849, and received its charter as a city in 1907.

Industry. 40,242 employees in 209 industries. Major firms are Oldsmobile (home plant) and Fisher Body Div., of GMC; Diamond-Reo Div., of White Motors; Motor Whee Corp.; and John Bean Div., FMC. Five drop forge companies and a variety of other plants.

Medical. (U) Four Hospitals plus MSU's Health Center. Specialists: MD—276, DDS—185, DO—76, DC--19, OD—32 and DSC—10.

Parks and Golf Courses. Ninety parks and 61 playgrounds covering 1892 acres (L). Also a major zoo. Land is currently being acquired for a new "Sleepy Hollow State Park" near East Lansing. Eight public golf courses (U) and four private country clubs.

Population

	Lansing	*East Lansing*	*Region*
1950	92,129	20,325	244,159
1960	107,807	30,198	298,949
1970	131,546	47,540	378,423

Recreation. (U) In addition to the parks and golf courses there is a private ski club, numerous theaters, bowling alleys as well a year-around ice skating at MSU. The area provides facilities for fishing, water skiing, boating and hunting.

Retail Sales. (M) This area leads the state in per capia retail sales. Total sales in 1970 amount to $740,587,648.

Tax Rates. (L) $48.70 per thousand of state equalized value and 1 percent income tax for residents, ½ percent for non-residents working in (L). (EL) $.84 per thousand of state equalized value.

Transportation. United and North Central Airlines serve the area primarily with jet and jet prop equipment. Three area bus lines, 3 R.R.'s: C&O, GT&W, PC. Three taxi cab companies with 72 units. Highways: I-496, I-96, US 127, US 27, M-43, M-78, M-99, M-143 and M-174.

Utilities. Electricity and water are provided by the (L) owned Board of Water and Light; gas (plus electric in part of the area) by Consumers Power Co. Telephone service by Michigan Bell Telephone and several independent companies.

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